

DDD CAS - Contract Administration System (QVA Contract Amendment)

User Manual



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Division of Developmental Disabilities

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INTRODUCTION

This document is intended for current vendors having an active Qualified Vendor Agreement (QVA) with the State of Arizona. In order to change the terms of your agreement, a **legally binding contract amendment** will need to be submitted to the State. Such an amendment will be created and submitted through the **Contract Administration System (CAS)** application in the **external Focus vendor system** in the form of an **online electronic Amendment**.

An amendment, in our system, is a formal or official change made to a QVA contract. Amendments can add, remove, or update parts of these agreements. They are often used when it is better to change the document than to write a new one.

The amendment will be submitted to the Department of Developmental Disabilities, the 'Division', for review. Each amendment item will either be approved or denied by the Division. In this document, you will be shown step-by-step instructions on how to create and submit a QVA contract amendment.

IMPORTANT:

- ✓ The contract must be awarded and active in order to start an amendment.
- ✓ The contract status must be **MANAGEMENT APPROVED**.
- ✓ Only the **vendor** can start an amendment.
- ✓ Starting an amendment is only available through the **Contract Administration System(CAS)**.
- ✓ Once the amendment is approved, the changes become a permanent part of the contract.
- ✓ If the amendment is denied by the Division, the changes will be discarded.
- ✓ Each changed item in the amendment will be **individually reviewed and decided on**. All or part of the amendment may be approved and denied in the same amendment.
- ✓ Once an amendment has been **approved** or **denied**, it is considered to be **closed** by the Division.
- ✓ Any denied item may be reassessed and resubmitted through a new amendment.
- ✓ The QVA contract may only have 1 active amendment at a time. A new amendment may be started once the current amendment has been completely processed and closed.
- ✓ Amending an FEI requires several additional steps prior to submitting an amendment. (see Requires Approval section)

1 Amendment Types

The Qualified Vendor Agreement has **two types of changes in an amendment**, changes to fields which DO NOT require DDD approval (*Auto-Approved*) and changes to fields which DO require DDD approval (*Requires Approval*).

1.1 Auto-Approved

Changes which **do NOT require DDD approval** are auto-approved by DDD. These changes include fields on the contract which will require an amendment to update, but will not be sent to the Division for review.

The amendment with auto-approved changes will still be submitted through the CAS. However, for these types of changes, the contract will update immediately once the auto-approved amendment item(s) have been submitted.

(See the image on the next page for a list of auto -approved fields)

1.2 Requires Approval

Changes which **require DDD approval** will need to be submitted to the Division through the CAS for approval. For these types of changes, the contract will not update immediately once the amendment is submitted. The amendment will need to go through a review process by the Division before the contract may be updated permanently.

The amendment items will be reviewed and decided upon individually. Once a decision is reached, the contract will be updated by the Division to reflect the approved changes. Denied changes will be discarded. The vendor will be informed of the decision via an email notification sent to the Notice Contact – Email Address in the QVA contract.

(See the image on the next page for a list of requires approval fields)

1.3 Mixed Approval Types

Some amendments will contain **both “auto-approved” and “requires approval” changes**. Submitting an amendment with both types of changes is allowed and the CAS is set up to handle such an amendment.

In the event of a **mixed approval type amendment**, when the mixed amendment is submitted for review by the vendor through the CAS, the **“auto-approved” changes** will be written to the contract immediately and each auto-approved item will be considered closed. The **“requires approval” changes** will be sent on with the amendment to DDD for review and will be decided upon individually. The contract will be updated once a decision has been made by DDD. The entire amendment will be considered closed once the “requires approval” items have been decided upon and the contract has been updated.

1.4 Amendment Fields List

Below is a list of fields requiring approval by DDD. You may refer to this list when amending your contract. Contact your Assigned Specialist, who is listed on the Dashboard tab of your QVA contract, if you have questions about an amendment field.

Fields requiring Approval from DDD

Information tab

- ☐ Federal Employment Identification Number (FEI)
- ☐ Vendor DBA Name
- ☐ Vendor Phone Number
- ☐ Street & Mailing Address
- ☐ Executive/Owner info (excluding FAX)
- ☐ Authorized Signatory info

Contacts tab

- ☐ All fields (excluding FAX)

Program Management tab

- ☐ All fields

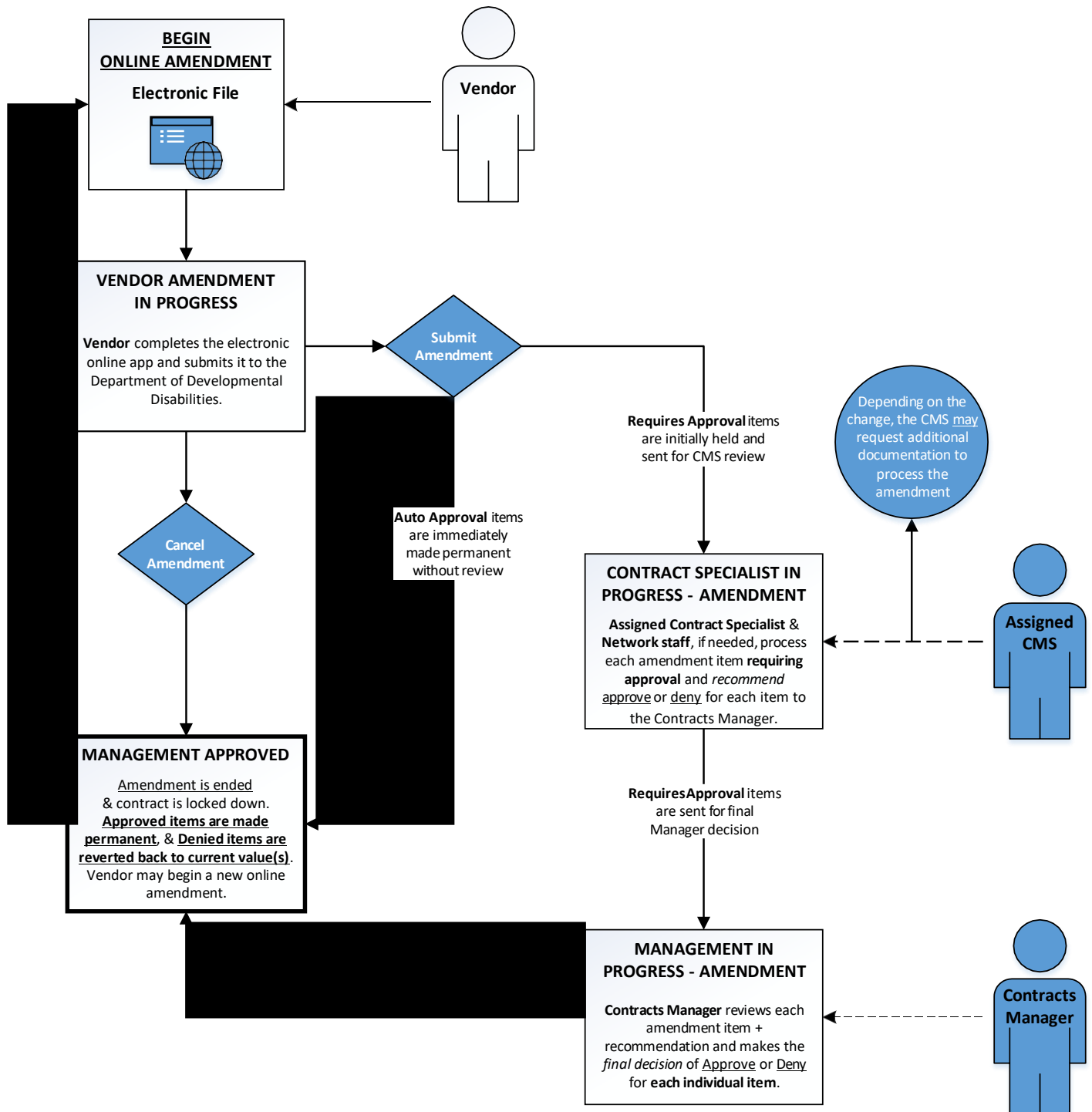
Assurance & Submittals tab

- ☐ All fields

Services tab

- ☐ All fields under Service Description and Transportation tabs

2 Amendment Process Flow by Contract Status



3 Start Amendment

While the contract is active and in a status of **MANAGEMENT APPROVED**, the fields are set to read-only and all changes are restricted. Once an amendment is started, the fields are made available to be changed.

The screenshot shows the 'Vendor Information' form within a contract header for 'Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED'. The header includes a 'Main Menu' bar with tabs for 'Main Menu', 'Dashboard', 'Information' (selected), 'Contacts', 'Program Management', 'Assurances & Submittals', and 'Services'. Below this is a secondary bar with 'Administrative & Service Sites', 'Insurances', and 'Contract Documents'. On the right, an 'Actions' button labeled 'Amend Contract' is visible. The 'Vendor Information' form itself contains fields for 'Legal Name *' (Whoville Homes LLC), 'Vendor FEI *' (35-6484511), 'Vendor DBA Name', 'Vendor Phone Number *' ((602) 444-5554), 'Vendor Fax Number', 'Vendor Email Address' (whoville@live.com), and 'Vendor Website Address'. At the bottom, there are radio buttons for 'Agency' (selected) and 'Independent Professional Provider', with a note: 'Please specify the nature of your organization.(Choosing 'Agency' will require you to have an FEI# and 1 or more additional employees.) *'.

To start an amendment, follow the steps below...

1. **Login** to your QVA contract in the **Qualified CAS**.
2. Click on the **Actions menu** in the contract header bar.
3. Select the **"Amend Contract"** action.

>>> RESULTS: The amendment is started and the contract is now open for changes. Notice the differences in the contract once an amendment has been started.

This screenshot shows the same 'Vendor Information' form, but the contract header now indicates 'AMENDMENT IN PROGRESS'. The 'Main Menu' bar remains the same, but the 'Actions' button now has two options: 'Review Amendment' and 'Cancel Amendment'. The 'Vendor Information' form fields are identical to the previous screenshot, including the 'Agency' radio button being selected.

- A. The current contract status is appended with **VENDOR AMENDMENT IN PROGRESS**.
- B. The available Actions are 'Review Amendment' & 'Cancel Amendment'.
- C. The **Vendor FEI** field is now open for amendment. (*contact DDD if you chose to change your FEI*)
- D. The fields are open for edit only during the **VENDOR AMENDMENT IN PROGRESS** status.

THE START AMENDMENT SECTION IS COMPLETE – Please move on to the next section

4 AUTO-APPROVED

4.1 Update Contract

Now that the amendment has started and the contract is in a status which allows for changes, you may update each tab of the contract with changes and save your entries. In this section, we go over how to make **auto-approved changes** to the current QVA contract. Remember, all changes not requiring approval from DDD will be automatically approved once the amendment is submitted.

Information

To update Auto-Approved fields on the **Information tab**, follow the steps below...

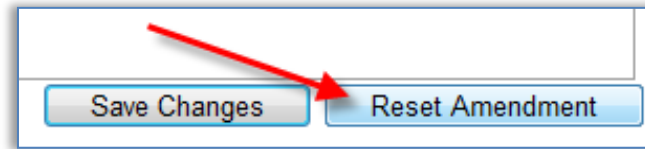
1. On the **Information tab**, update any of the **auto-approved fields**, Vendor Fax Number, Vendor Website address or Executive/Owner Fax Number.
2. When you have completed your entries, click the **[Save Changes]** button.

NOTE: Clicking the **[Save Changes]** button on the current tab will only save the entries on that page and DOES NOT submit and update the amendment automatically.

The screenshot shows a web application interface for a Vendor Information form. At the top, a yellow header bar displays the contract ID 'Q05201813922', the vendor name 'Whoville Homes LLC', and the status 'QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED'. Below the header is a navigation menu with tabs: 'Main Menu', 'Dashboard', 'Information' (highlighted), 'Contacts', 'Program Management', 'Assurances & Submittals', and 'Services'. To the right of the tabs is an 'Amend Contract' button. Below the navigation menu is a sub-menu with 'Administrative & Service Sites', 'Insurances', and 'Contract Documents'. The main content area is titled 'Vendor Information' and contains several input fields: 'Legal Name *' (filled with 'Whoville Homes LLC'), 'Vendor FEI *' (filled with '35-6484511'), 'Vendor DBA Name' (empty), 'Vendor Phone Number *' (filled with '(602) 444-5554'), 'Vendor Fax Number' (empty), 'Vendor Email Address' (filled with 'whoville@live.com'), and 'Vendor Website Address (e.g. - http://www.example.com or www.example.com)' (empty). At the bottom, there are two radio buttons: 'Agency' (selected) and 'Independent Professional Provider'.

- A. The confirmation message "**Data saved successfully**" is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will show the **former value** in a small popup.

NOTE: Clicking the **[Reset Amendment]** button will remove the current entry and will revert the field back to the original value before the amendment was started.



THE INFORMATION TAB SECTION IS COMPLETE – Please move on to the next section

Contacts

To update Auto-Approved fields on the **Contacts tab**, follow the steps below...

1. On the **Contacts tab**, update **fields without asterisks** on the page. (field changes will be auto-approved)
2. All the fields with red asterisks “*” are Required Fields/Mandatory Fields and have to be filled.
3. When you have completed your entries, click the **[Save Changes]** button.

Main Menu Dashboard Information **Contacts** Program Management Assurances & Submittals Services Administrative & Service Sites Insurances Contract Documents

Data saved successfully

Principal Contact The contact for the Day-to-Day operation of the organization.(May be same as Executive/Owner contact)

First Name * Last Name * Phone Number * Fax Number Email Address *
fn ln (346) 436-4645 (364) 564-5654 DDDTesting@Live.com Same as Owner

Notice Contact The contact for all correspondence from DDD Business operations to the organization.(May be same as Executive/Owner contact)

First Name * Last Name * Phone Number * Fax Number Email Address *
Test First Name Test Last Name (345) 643-6543 DDDTesting@Live.com Same as Owner

Electronic Visit Verification Contact The contact for all correspondence related to EVV services. Required when an EVV service is added to the contract. *

First Name * Last Name * Phone Number * Fax Number Email Address *
Jane Doe (453) 453-4534 DDDTesting@Live.com Same as Owner

Quality Management Contact The contact responsible for review, oversight, and improvement of the program.(May be same as Executive/Owner contact)

First Name * Last Name * Phone Number * Fax Number Email Address *
John Doe (345) 345-3453 DDDTesting@Live.com Same as Owner

Billing / Payments Contact The contact for all claims and other billing correspondence to the organization.(May be same as Executive/Owner contact)

First Name * Last Name * Phone Number * Fax Number Email Address *
Jack Test (436) 436-4564 (342) 523-5345 DDDTesting1@Live.com Same as Owner

Address Line 1 * Address Line 2
Test Address X

City * State * Zip Code * Zip4 County
Tolleson AZ 85353 5684 MARICOPA

Save Changes Reset Amendment

- A. The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will show the **former value** in a small popup.

- D. The contact information may be the same as the Executive/Owner contact. Use the [Same as Owner] button to automatically add the same information.

THE CONTACTS TAB SECTION IS COMPLETE – Please move on to the next section

Administration & Service Sites

Validate Addresses

To validate site addresses in Admin & Service Sites tab in accordance to USPS standard, follow the steps below...

1. On the **Admin & Service Sites** tab, click on the **! - Validate all Site Addresses** button. This will validate all the street addresses and fill in any missing value that do not need user intervention.

The screenshot shows a web application interface for managing sites. At the top, there are tabs for 'Main Menu', 'Dashboard', 'Information', 'Contacts', 'Program Management', 'Assurances & Submittals', and 'Services'. Below these, there are sub-tabs for 'Administrative & Service Sites', 'Insurances', and 'Contract Documents'. The 'Administrative & Service Sites' sub-tab is active, displaying a 'Sites' window. Inside this window, there are instructions and a button to 'Validate All Site Addresses'. Below the instructions is a table listing sites with columns for Site Name, Street Address, City, Type, Location AHCCCS ID, Services, and Actions. The table contains three rows: 'Whoville Day Centers', 'Whoville Homes Admin Site', and 'Road Runner'. Each row has a 'Validate' button next to the Street Address field. The 'Whoville Homes Admin Site' row also has a 'Cancel' button in the Actions column.

Sites

- All QVA contracts require one (and only one) Primary Administrative Site.
- Please select 'Set as Primary Site' under Actions column or open Admin site and check Primary Administrative Site box in Office Type section.
- When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.
- ! - Indicates addresses that require validation. (Complies with USPS standards)

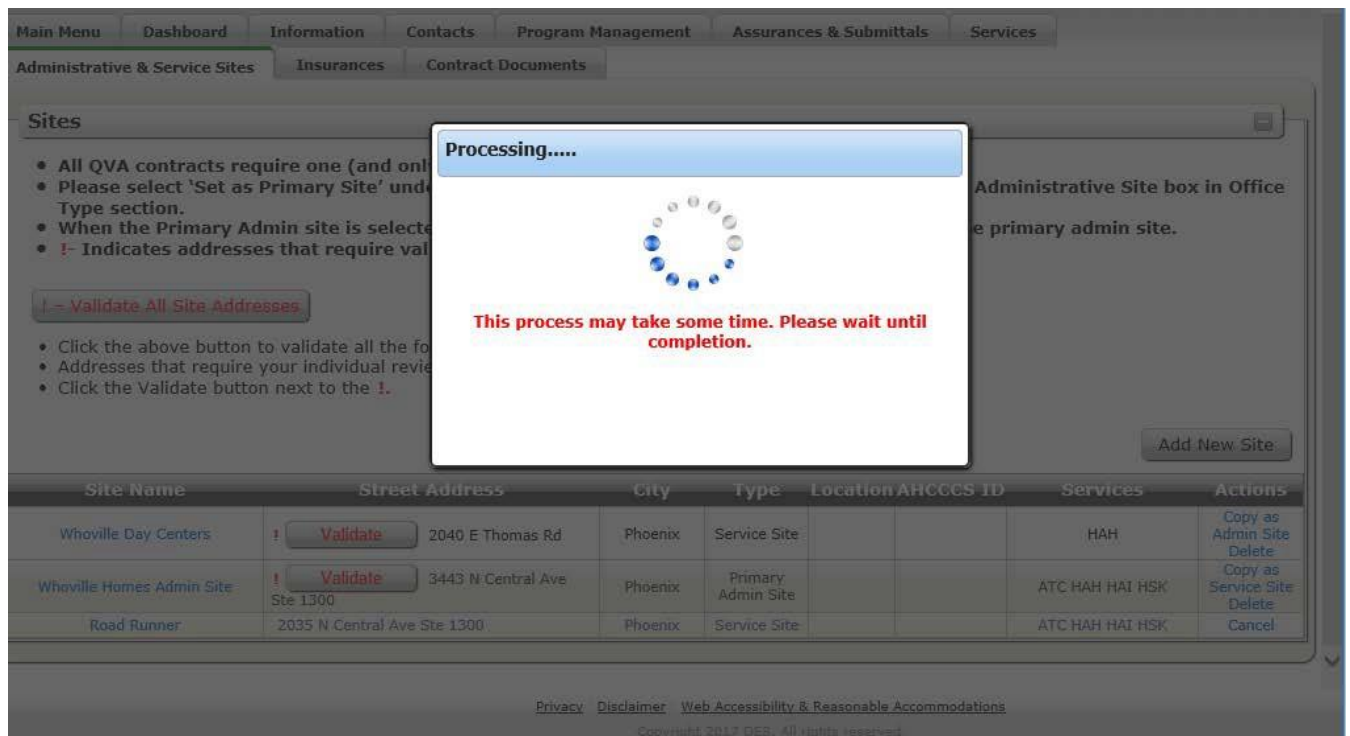
! - Validate All Site Addresses

- Click the above button to validate all the following address.
- Addresses that require your individual review will retain the !.
- Click the Validate button next to the !.

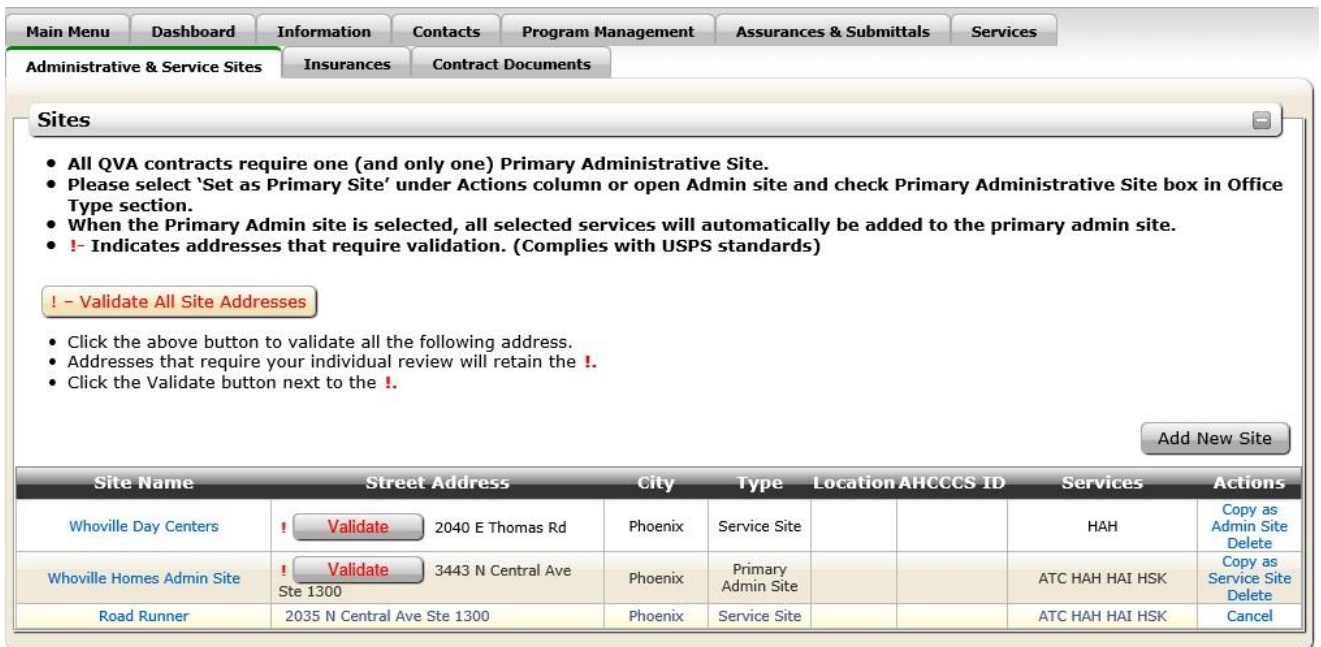
Add New Site

| Site Name | Street Address | City | Type | Location AHCCCS ID | Services | Actions |
|---------------------------|--|---------|--------------------|--------------------|-----------------|--------------------------------|
| Whoville Day Centers | ! Validate 2040 E Thomas Rd | Phoenix | Service Site | | HAH | Copy as Admin Site Delete |
| Whoville Homes Admin Site | ! Validate 3443 N Central Ave Ste 1300 | Phoenix | Primary Admin Site | | ATC HAH HAI HSK | Copy as Service Site Delete |
| Road Runner | 2035 N Central Ave Ste 1300 | Phoenix | Service Site | | ATC HAH HAI HSK | Cancel |

Once the **! - Validate all Site Addresses** button is clicked, you may have addresses that need to be manually corrected. These addresses are sorted and appear at the top of the list. This process may take some time to validate the addresses for all sites.



- For addresses that must be validated manually, a **Validate** button is displayed in front of the Street Address for the site.



Click on the **Validate** Button to validate addresses individually.

When the Validate button is clicked, a pop up displays all the addresses that are near match .Select the desired address. This action navigates back to the list and inserts the now validated address.

Verify your address details

Sorry, we think your apartment/suite/unit is missing or wrong

To proceed, please enter your apartment/suite/unit or use your address as entered

Confirm your Apartment/Suite/Unit number:

To close dialog please click

3443 N Central Ave
Phoenix
AZ
85012

***Your address may be undeliverable**

Show all potential matches

| | |
|--|------------|
| 3443 N Central Ave, Phoenix AZ | 85012-2203 |
| 3443 N Central Ave, Phoenix AZ | 85012-2204 |
| 3443 N Central Ave Fl 5, Phoenix AZ | 85012-2207 |
| 3443 N Central Ave Fl 13 ... 18, Phoenix AZ | 85012-2225 |
| North Rotunda, 3443 N Central Ave Frnt NORTH, Phoenix AZ | 85012-2218 |
| South Rotunda, 3443 N Central Ave Frnt ROTUNDA, Phoenix AZ | 85012-2204 |
| 3443 N Central Ave Ste 3, Phoenix AZ | 85012-2214 |

Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |

VENDOR AMENDMENT IN PROGRESS

Actions

Main Menu

Dashboard

Information

Contacts

Program Management

Assurances & Submittals

Services

Administrative & Service Sites

Insurances

Contract Documents

Sites

- All QVA contracts require one (and only one) Primary Administrative Site.
- Please select 'Set as Primary Site' under Actions column or open Admin site and check Primary Administrative Site box in Office Type section.
- When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.
- Indicates addresses that require validation. (Complies with USPS standards)

Add New Site

| Site Name | Street Address | City | Type | Location | AHCCCS ID | Services | Actions |
|---------------------------|-------------------------------|---------|--------------------|----------|-----------|-----------------|--------------------------------|
| Whoville Day Centers | 2040 E Thomas Rd | Phoenix | Service Site | | | HAH | Copy as Admin Site Delete |
| Whoville Homes Admin Site | 3443 N Central Ave Frnt NORTH | Phoenix | Primary Admin Site | | | ATC HAH HAI HSK | Copy as Service Site Delete |

Edit Site

To update Auto-Approved fields on the Admin & Service Sites tab, follow the steps below...

3. On the **Admin & Service Sites tab**, update **any field without asterisks** on the page. (field changes will be auto-approved)

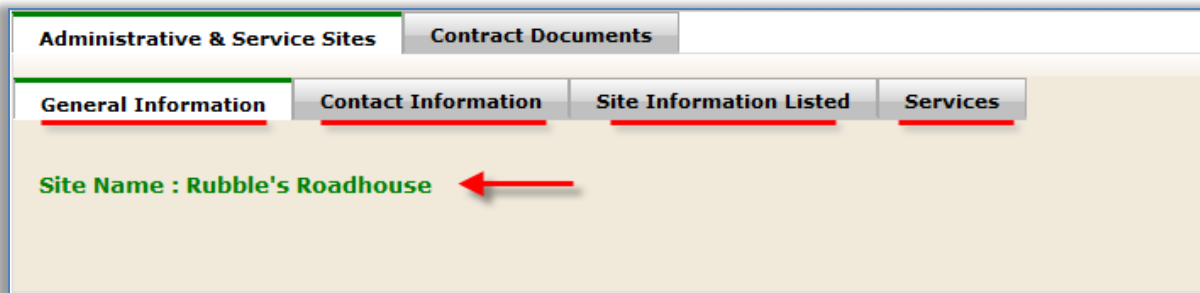
Administrative & Service Sites

Contract Documents

Sites

| Site Name | Address | City | Type | Location |
|--------------------|------------------|---------------|------------|----------|
| Rubble's Roadhouse | 123 E Bedrock Rd | South Bedrock | Admin Site | |

>>> RESULTS: This will open the Site's sub tabs to allow access to the site's information and make changes to the site's details.



Administrative & Service Sites Contract Documents

General Information Contact Information Site Information Listed Services

Site Name : Rubble's Roadhouse

4. Update **any field** on any of the sub tabs. (All field changes are auto-approved)
5. When you have completed your entries, click the **[Save Changes]** button.
6. Click the **[Back to Site List]** button.

>>> RESULTS: The updated field is displayed in the Sites List.

Administrative & Service Sites

Contract Documents

Sites

| Site Name | Address | City | Type | Location |
|----------------------------|------------------|---------------|------------|----------|
| Rubble's Training Facility | 123 E Bedrock Rd | South Bedrock | Admin Site | |

Add New Site

To add an auto-Approved site on the Admin & Service Sites tab, follow the steps below...

1. On the **Administration & Service Sites** tab, click on the **[Add New Site]** button.
2. Fill in and save all required fields on the **General Information** page.
3. Fill in and save all required fields on the **Site Information Listed** page.
4. Fill in and save any optional fields on any of the available sub tab pages.
5. Click the **[Back to Sites List]** button.

| Site Name | Address | City | Type | Location | AHCCCS ID | Services | Actions |
|----------------------------|------------------|---------------|--------------|----------|-----------|----------|---------|
| Rubble's Training Facility | 123 E Bedrock Rd | South Bedrock | Admin Site | | | | Delete |
| BamBam's Medical Cave | 444 E Rock Lane | Bedrock | Service Site | | | | Cancel |

- A.** The new site is added to the Sites List
- B.** The available action for a newly added site is **"Cancel"**. A site may be cancelled ONLY when it has been added to an amendment and is not yet part of the agreement. Cancelling it will remove it from the amendment.

Delete Site

One of the available actions for a current site during an amendment is **"Delete"**.

| Site Name | Address | City | Type | Location | AHCCCS ID | Services | Actions |
|----------------------------|------------------|---------------|--------------|----------|-----------|----------|---------|
| Rubble's Training Facility | 123 E Bedrock Rd | South Bedrock | Admin Site | | | | Delete |
| BamBam's Medical Cave | 444 E Rock Lane | Bedrock | Service Site | | | | Cancel |

- C.** A site may be deleted ONLY when it is a current and active site for the contract and only during an amendment. Deleting it will set it for removal once the amendment has been submitted.

| Site Name | Address | City | Type | Location | AHCCCS ID | Services | Actions |
|--------------------|------------------|---------------|------------|----------|-----------|----------|-------------|
| Rubble's Roadhouse | 123 E Bedrock Rd | South Bedrock | Admin Site | | | | Undo Delete |

- D.** Once the site has been deleted during an amendment, the Site Name is crossed out to signify the removal requested, and the only action is to **“Undo Delete”**. This action is available until the amendment has been submitted.

Copy Site

1. To create a new Service Site copy from a current Admin Site, click the **“Copy as Admin Site”** link in the **Actions** column of the selected Service Site. (or click the **“Copy as Service Site”** link for an Admin to Service copy)

| Site Name | Street Address | City | Type | Location | AHCCCS ID | Services | Actions |
|----------------------------------|-----------------------------|---------|---------------------|----------|-----------|----------|--|
| Barney Rubble's Physical Therapy | 3443 N Central Ave Ste 1200 | Phoenix | <u>Admin Site</u> | | | | Copy as Service Site Delete Set as Primary Site |
| Fred's Rock Gym | 3443 N Central Ave Ste 1200 | Phoenix | Primary Admin Site | | | ATC | Copy as Service Site Delete |
| Betty's Group Home | 3443 N Central Ave Ste 1200 | Phoenix | <u>Service Site</u> | | | ATC | Copy as Admin Site Delete |

Results: A new **Admin Site** is created with all of the same data as the Service Site. Open for edit.

2. If there are changes to be made, make all changes desired on any/all of the tabs. Click the **[Save Changes]** on each page with a change on it.
3. If there are NO changes to be made, click the **[Back to Site List]** button to return to the Sites page.

General Information
Contact Information
Site Information Listed
Services

Site Name : Betty's Group Home - Copy

Back to Site List

Save Changes Reset Amendment

Site Information

Site Name *
Betty's Group Home - Copy

Office Code

AHCCCS ID

Office Type

☒ Administrative Site
☐ Service Site

Office Type Description (Please add office type description(s) such as Group Home, Day Treatment & Training Center, Respite Home, etc.)
This is a test >>>>

☐ Primary Administrative Site (only 1 allowed)

Site Street Address

Address Line 1 *
3443 N Central Ave

Address Line 2
Ste 1200

Phone Number *
(604) 654-5646

City *
Phoenix

State *
AZ

Zip Code *
85012

Zip 4
2210

County
MARICOPA

District *
DISTRICT EAST

☐ Check box to remove address from Provider search (Site Addresses are visible on Provider Search unless checkbox is selected. If selected, the Primary Admin address will be substituted for this site address)

Results: The copied site is added to the Sites list. The status is pre-approved at this time. Once the amendment is submitted, the site will be active and ready to go. It may be updated through the current, or a new, amendment at any time. It may also be cancelled before the amendment is submitted.

Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
 VENDOR AMENDMENT IN PROGRESS Actions

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **Assurances & Submittals** | **Services**

Administrative & Service Sites | **Insurances** | **Contract Documents**

Sites

- All QVA contracts require one (and only one) Primary Administrative Site.
- Please select 'Set as Primary Site' under Actions column or open Admin site and check Primary Administrative Site box in Office Type section.
- When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.
- !- Indicates addresses that require validation. (Complies with USPS standards)

Add New Site

| Site Name | Street Address | City | Type | Location | AHCCCS ID | Services | Actions |
|----------------------------------|-----------------------------|---------|--------------------|----------|-----------|-----------------|--------------------------------|
| Whoville Day Centers | 2040 E Thomas Rd | Phoenix | Service Site | | | HAH | Copy as Admin Site Delete |
| Whoville Day Centers - Copy | 2040 E Thomas Rd | Phoenix | Admin Site | | | HAH | Cancel Set as Primary Site |
| Whoville Homes Admin Site | 3443 N Central Ave Ste 1300 | Phoenix | Primary Admin Site | | | ATC HAH HAI HSK | Copy as Service Site Delete |
| Whoville Homes Admin Site - Copy | 3443 N Central Ave Ste 1300 | Phoenix | Service Site | | | ATC HAH HAI HSK | Cancel |

Set as Primary Site

Another available action for a current site during an amendment is “Set as Primary Site”.

Sites

All QVA contracts require one (and only one) Primary Administrative Site. When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.

Not Primary

E

Add New Site

| Site Name | Street Address | City | Type | Location | AHCCCS ID | Services | Actions |
|--------------|----------------|------------|--------------------|----------|-----------|----------|---------------------|
| qweqweqweqwe | 123 E main Rd | Scottsdale | Admin Site | | | | Set as Primary Site |
| Test Site | 3443 E astate | phoenix | Primary Admin Site | | | | Delete |

- E.** An Admin site may be selected as Primary Site ONLY when it is a current and active Admin site not already designated as Primary Site.

Message from webpage ✕

? Only one Primary Admin site is allowed. Previous primary site will no longer be designated as a primary site. Do you wish to continue?

OK
Cancel

- F.** The system will provide you with information on selecting a Primary Admin site and will ask you to confirm your decision after you have been informed.

All QVA contracts require one (and only one) Primary Administrative Site. When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.

| Site Name | Street Address | City | Type | Location | AHCCCS ID | Services | Actions |
|--------------|----------------|------------|--------------------|----------|-----------|----------|------------------------------|
| qweqweqweqwe | 123 E main Rd | Scottsdale | Primary Admin Site | | | | Delete |
| Test Site | 3443 E astate | phoenix | Admin Site | | | | Delete Set as Primary Site |

- G.** Setting the new site as Primary will remove the Primary designation from the old Admin Site and return the “Set as Primary Site” available action to the old Admin site. Services on the admin site, which is no longer designated as a primary admin site, will be removable.

THE ADMINISTRATIVE & SERVICES TAB SECTION IS COMPLETE

Feel free to update any other *auto-approved* field in the contract. Once you have made all your changes, you are ready to submit the amendment.

THE UPDATE FIELDS (AUTO-APPROVED) SECTION IS COMPLETE – Please move on to the next section

4.2 Review Amendment

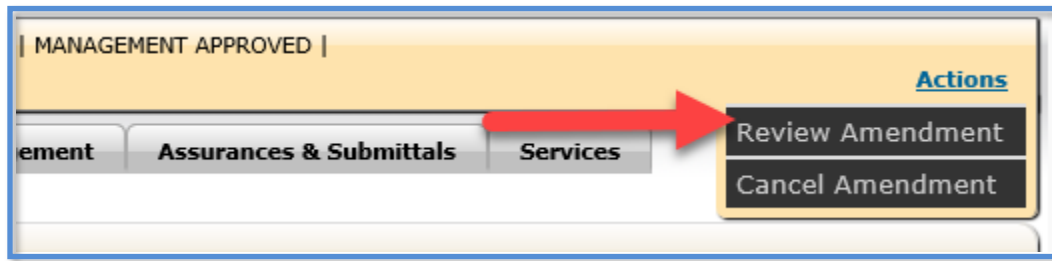
Once all of the desired changes have been entered and saved, the amendment may now be submitted to the Division for review.

IMPORTANT:

- ✓ Since all changes in the submitted amendment are auto-approved by the Division, once the amendment is submitted by the vendor, the changes are permanently written to the contract and become a legal term of the agreement.
- ✓ The Amendment is then considered complete and a new and separate amendment to the contract may be started.
- ✓ The submission of an all auto-approved amendment requires no action from the Division.
- ✓ Submitting an amendment with only auto-approved changes will complete the amendment process and the amendment will be considered closed.
- ✓ Once the amendment is completed, the only way to update the contract is through a new and separate amendment.

To Review an amendment with only Auto-Approved changes, follow the steps below...

1. Click on the **Actions menu** in the contract header bar near the top of the page.
2. Select the '**Review Amendment**' action.



The *Submit Amendment* page is created and displayed on the **Contract Documents** tab. Read through the page and follow the instructions to completely submit the amendment. When you are ready to submit your proposed amendment for review, please click the [**Review Amendment**] button found on the page.

NOTE: Once the [**Review Amendment**] button on this page is selected, you cannot edit or make further changes to your contract until the amendment is processed.

The screenshot shows the 'Submit Amendment' page. At the top, there are tabs for 'Administrative & Service Sites' and 'Contract Documents'. The main heading is 'Submit Amendment'. Below this, there are instructions: 'When you are ready to submit your proposed amendment for review, please click the [Submit Amendment] button.' A red arrow points to the 'Submit Amendment' button. A note states: 'NOTE :Once the [Submit Amendment] button is selected, you cannot edit or make further changes to your contract until the amendment is processed.' Another instruction says: 'To review your changes, expand each header section (Information, Services, etc) by selecting the Plus sign on the right side of the bar.' Below this, there is a section titled 'Amendment Information (Please click to expand list.)'. Under this section, there is a sub-section titled 'Information' with a red arrow pointing to it. To the right of the 'Information' section, there is a red arrow pointing to a plus sign. Below the 'Information' section, there is a table with three columns: 'Amendment Item', 'Old Value', and 'New Value'.

| Amendment Item | Old Value | New Value |
|-------------------|-------------|---------------------------|
| VENDOR FAX NUMBER | 4444444444 | 3333333333 |
| VENDOR WEBSITE | www.BRC.com | www.BedrockRecreation.com |

Contacts

| Amendment Item | Old Value | New Value |
|------------------------------|--------------------|----------------|
| NOTICE CONTACT FIRST NAME | Fred | Barney |
| NOTICE CONTACT LAST NAME | Flintstone | Rubble |
| NOTICE CONTACT PHONE NUMBER | 5555555555 | 5656565656 |
| NOTICE CONTACT EMAIL ADDRESS | msalgian@azdes.gov | Barney@BRC.com |

Administrative & Service Sites

| Amendment Item | Old Value | New Value |
|-----------------------------------|-----------------------|-----------------------|
| VENDOR SITE ADD | BamBam's Medical Cave | |
| VENDOR SITE NAME | | BamBam's Medical Cave |
| ADMIN ADDRESS STREET | | 444 E Rock Lane |
| ADMIN ADDRESS CITY | | Bedrock |
| ADMIN ADDRESS STATE | | ARIZONA |
| ADMIN ADDRESS ZIP CODE | | 00003 |
| ADMIN ADDRESS PHONE BASE NUMBER | | 7777777777 |
| ASSIGNED DISTRICT | | District East |
| PRIMARY CONTACT FIRST NAME | | BamBam |
| PRIMARY CONTACT LAST NAME | | Flintstone |
| PRIMARY CONTACT PHONE BASE NUMBER | | 7777777777 |

| | | |
|-------------------------------|--|----------------|
| PRIMARY CONTACT EMAIL ADDRESS | | BamBam@BRC.com |
| VENDOR OFFICE TYPE | | Service Type |
| SCHEDULE MONDAY FROM | | 06:30AM |
| SCHEDULE MONDAY TO | | 06:30AM |
| SCHEDULE TUESDAY FROM | | 06:30AM |
| SCHEDULE TUESDAY TO | | 06:15AM |
| SCHEDULE WEDNESDAY FROM | | 06:30AM |
| SCHEDULE WEDNESDAY TO | | 06:30AM |
| SCHEDULE THURSDAY FROM | | 06:30AM |
| SCHEDULE THURSDAY TO | | 06:30AM |
| SCHEDULE FRIDAY FROM | | 06:45AM |
| SCHEDULE FRIDAY TO | | 06:30AM |
| SCHEDULE SATURDAY FROM | | 06:30AM |
| SCHEDULE SATURDAY TO | | 06:45AM |

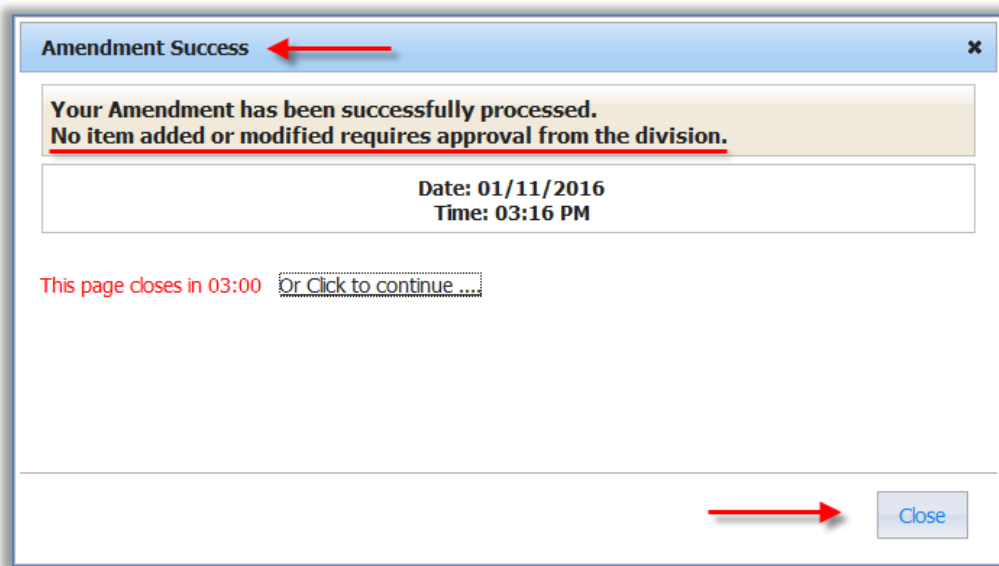
| Amendment Item | Old Value | New Value |
|--------------------|--------------------|----------------------------|
| VENDOR SITE UPDATE | Rubble's Roadhouse | |
| VENDOR SITE NAME | Rubble's Roadhouse | Rubble's Training Facility |

If you are ready to submit your proposed amendments for review, please click the [Submit Amendments] button.

Submit Amendment

Cancel

NOTE : Once the [Submit Amendment] button is selected, you cannot edit or make further changes to your contract until the amendment is processed.
If you wish to print proposed changes for your records, please select the Contract Documents tab.
'Proposed Changes' documents will be available on the Contract Documents page until the amendment has been processed.



CONGRATULATIONS!!

YOUR AMENDMENT HAS BEEN SUCCESSFULLY SUBMITTED

4.3 Amendment Review Process

What happens now...

Since all of the changes are *auto-approved by DDD*, the values and additions have been written to the contract and the amendment has now been closed.

Contract Documents

Now that your amendment has been submitted and closed, the changes are a **permanent part of the agreement** and will be listed on the updated contract documents. To view and print the updated documents for your records, go to the Contracts Documents tab and select the document you desire.

The values replaced by the amendment are no longer part of your agreement and will not be available in the updated contract documents.

- Main Menu
 - Dashboard
 - Information
 - Contacts
 - Program Management
 - Assurances & Submittals
 - Services
 - Administrative & Service Sites
- Insurances
 - Contract Documents

Contract Documents

Print all modifications or additions you have made to the contract (requiring approval or not) by selecting the pertinent links below. ---in "PDF" format

Proposed Amendment Documents

- ➔ [Section 2: Vendor Contact Information](#)
- ➔ [Section 3: Assurances & Submittals Form](#)
- ➔ [Section 4: Program Management](#)
- ➔ [Section 5: Vendor Administrative, including Service Sites](#)
- ➔ [Section 7: Services](#)
- ➔ [Section 8: Service Level Detail](#)

Current Contract Documents

- ➔ [Section 1: Application & Qualified Vendor Agreement Award](#)
- ➔ [Section 1.a: Notice of Qualified Vendor Application Approval](#)
- ➔ [Section 2: Vendor Contact Information](#)
- ➔ [Section 3: Assurances & Submittals Form](#)
- ➔ [Section 4: Program Management](#)
- ➔ [Section 5: Vendor Administrative, including Service Sites](#)
- ➔ [Section 7: Services](#)
- ➔ [Section 8: Service Level Detail](#)

View summary of changes

- ➔ [Contract Amendment Changes](#)

Amendment Review

Since the amendment **with all auto-approved changes** is closed automatically once it is submitted, the amendment process also ends with the successful submission. Notice the changes to your QVA contract after the amendment has been completed and closed.

The screenshot shows a web application interface for a Vendor Information form. The header bar includes the contract ID 'Q12201713801', the company name 'Bedrock Recreation Company', and the status 'QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED'. A navigation menu at the top contains tabs for 'Main Menu', 'Dashboard', 'Information', 'Contacts', 'Program Management', 'Assurance & Submittals', 'Services', and 'Admin'. Below the navigation menu, there are sub-tabs for 'Insurances' and 'Contract Documents'. The 'Vendor Information' section is active, displaying a form with the following fields: 'Legal Name *' (Bedrock Recreation Company), 'Vendor FEI *' (999999992), 'Vendor DBA Name' (BRC, Inc.), 'Vendor Phone Number *' ((555) 555-5555), 'Vendor Fax Number' ((333) 333-3333), 'Vendor Email Address' (FFlinstone@BRC.com), and 'Vendor Website Address (e.g. - http://www.example.com or www.example.com)' (www.BedrockRecreation.com). At the bottom of the form, there are radio buttons for 'Agency' (selected) and 'Independent Professional Provider'. Red arrows labeled A, B, C, and D point to specific elements: A points to the 'Assurance & Submittals' tab, B points to the 'Amend Contract' button, C points to the 'Vendor Website Address' field, and D points to the 'Legal Name' field.

- A. The contract amendment status has been removed
- B. A new amendment may now be created for the contract.
- C. The new values have been made permanent.
- D. The contract is once again read-only and editing is restricted without an amendment.

THE SUBMIT AMENDMENT (AUTO-APPROVED) SECTION IS COMPLETE – Please move on to the next section

5 REQUIRES APPROVAL

5.1 Update Contract

In this section, we go over how to make **required approval changes** to the current QVA contract. These changes will require **review by the Division** and will not update in the contract until DDD has approved them. Remember, all changes will be sent collectively as a single submission to the Division for review; however, each item will be reviewed and decided upon individually.

NOTE: Changing a Vendor FEI requires additional steps prior to submitting an amendment:

- Contact the Contract Management Specialist for approval prior to making a change
- Determine the start date of the 'new' FEI

Information

To update **Requires Approval** fields on the **Information tab**, follow the steps below...

1. On the **Information tab**, update any '**requires approval**' field from the list on Page 3.
2. When you have completed your entries, click the **[Save Changes]** button.

NOTE: Clicking the **[Save Changes]** button will only save the page, and will not submit the changes.

Main Menu **Dashboard** **Information** **Contacts** **Program Management** **A**

Administrative & Service Sites **Contract Documents**

Data saved successfully ← **A**

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
99-9999992 ← **B**

Vendor DBA Name
BRC, Inc.

Bedrock Recreation Company

Vendor Email Address
FFlintstone@BRC.com

Vendor Website Address (e.g. - http://www.example.com or www.example.com)
www.BedrockRecreation.com

Vendor Organization Type ('Agency' = 1 or more additional employees / 'Independent' = No additional employees) *
☒ **Agency**
☐ **Independent Professional Provider**

Vendor Address

Street

Address Line 1 *
987 N Mountain Range Lane ← **C**

Address Line 2
321 E Rockington

City *
North Bedrock

State *
AZ

Zip Code *
00005

Zip4
OUT OF COUNTY

County
OUT OF COUNTY

City *
Bedrock

Executive/Owner Information

First Name *
Cindy Lou

Middle Initial
Who

Last Name *
Who

Suffix
who

Social Security Number (i.e. - XXX-XX-XXXX)
who

Date Of Birth
who

Phone Number *
(602) 544-4445

Fax Number
who

Email Address *
whoville@live.com

Authorized Signatory Information

First Name *
Cindy Lou

Last Name *
Who

Title *
CEO

Alternate First Name
who

Alternate Last Name
who

Alternate Title
who

Save Changes **Reset Amendment**

A. The confirmation message “**Data saved successfully**” is displayed when the page is saved.

B. Hovering over the updated field will show the **former value** in a small popup.

C. The updated field is highlighted by filling in the field with a **light yellow background**.

NOTE: Clicking the **[Reset Amendment]** button will revert all fields back to the original value before the amendment was started.

THE INFORMATION TAB SECTION IS COMPLETE – Please move on to the next section

Program Management

To update Requires Approval fields on the Program Management tab, follow the steps below...

1. On the **Program Management tab**, update **any field** on the page. (All field changes require approval by DDD)
2. When you have completed your entries, click the **[Save Changes]** button.

- A. The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will show the **former value** in a small popup.

NOTE: Update any other field on any other Program Management sub tab and save the entry using the **[Save Changes]** button on the individual sub tab. Once you have made all changes, you may move onto the next section.

THE PROGRAM MANAGEMENT TAB SECTION IS COMPLETE – Please move on to the next section

Assurance & Submittals

To update Requires Approval fields on the Assurance & Submittals tab, follow the steps below...

1. On the **Assurance & Submittals tab**, update **any field** on the page. (All changes require approval by DDD)
2. When you have completed your entries, click the **[Save Changes]** button.

Main Menu **Dashboard** **Information** **Contacts** **Program Management** **Assurances & Submittals** **Services**

Administrative & Service Sites **Contract Documents**

Data saved successfully ← **A**

Save Changes **Reset Amendment**

INSTRUCTIONS:
The Applicant must respond to each of the following items, then print and sign the document and attach hardcopies of the applicable submittals. The submittals shall indicate the item number to which it corresponds and include the Applicant's Federal Employer Identification Number (FEIN).

1). Does the Applicant/Qualified Vendor agree to maintain and comply with any licensure(s), certification(s), and/or registration(s) set forth under federal or Arizona law, rules, or policy for the provision of each developmental disability service applied for? ☐ Yes ☒ No

2). Does the Applicant/Qualified Vendor understand that payment will not be made for services delivered prior to the effective date of any licensure, certification(s), and/or registration(s) required by federal or Arizona law, rules, or policy? ☐ Yes ☒ No

- A. The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will **NOT** show the **former value** in a small popup because the original value is simply the opposite of the currently changed value.

NOTE: If any change made to the Assurance & Submittal page requires additional hardcopy documents, the required documents will need to be sent into the Division using 1 of the 2 methods below.

Mail Application to:

ATTN: Contracts
DES/DDD
Business Operations Mail Drop 2HC3
P.O. Box 6123
Phoenix, Arizona 85005-6123

OR

Hand Deliver Application to:

ATTN: Contracts
DES/DDD
1789 W. Jefferson
4th Floor South West
Phoenix, Arizona 85007

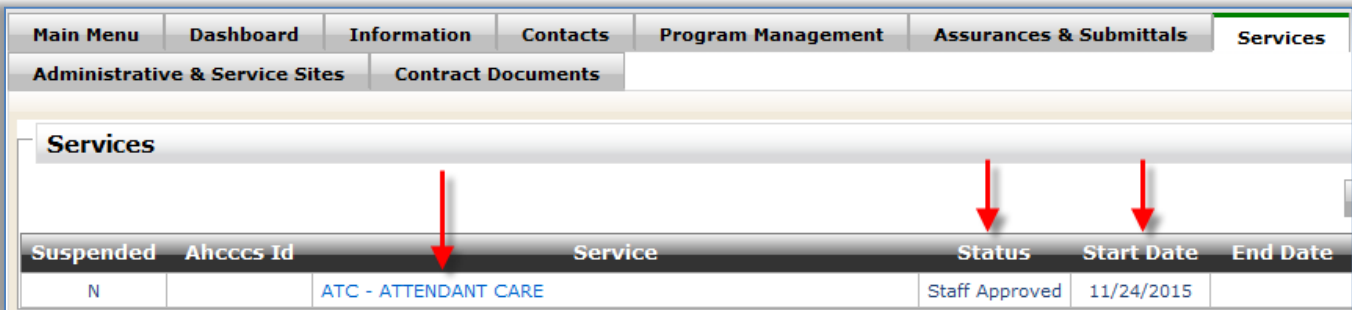
THE ASSURANCE & SUBMITTALS TAB SECTION IS COMPLETE – Please move on to the next section

Services

Edit Service

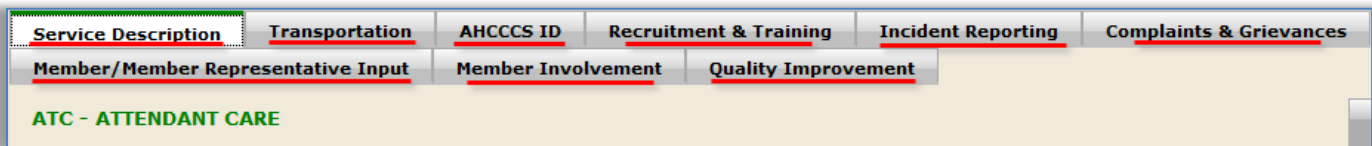
To update Requires Approval fields on the Service tab, follow the steps below...

1. On the **Service tab**, click on an approved **Service** from the Services List.



| Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services |
|--------------------------------|-----------|----------------------|----------------|--------------------|-------------------------|----------|
| Administrative & Service Sites | | Contract Documents | | | | |
| Services | | | | | | |
| Suspended | Ahcccs Id | Service | Status | Start Date | End Date | |
| N | | ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 | | |

>>> RESULTS: This will open the Service's sub tabs to allow access to the service information and make changes to the service details.



| <u>Service Description</u> | <u>Transportation</u> | <u>AHCCCS ID</u> | <u>Recruitment & Training</u> | <u>Incident Reporting</u> | <u>Complaints & Grievances</u> |
|---|---------------------------|----------------------------|-----------------------------------|---------------------------|------------------------------------|
| <u>Member/Member Representative Input</u> | <u>Member Involvement</u> | <u>Quality Improvement</u> | | | |
| ATC - ATTENDANT CARE | | | | | |

2. Update **any field** on any of the sub tab pages and click [Save Changes] on each page to save the entries. (All field changes require approval by DDD)

Service Description

Please limit your response to one page.

Data saved successfully

Describe how your organization will provide this service from referral through service delivery *

1908 characters remaining

This text box was updated during an amendment to the Service Description sub tab. Thank you.

This is a test. This is only a test. Thank you.

Save Changes Reset Amendment

- A.** The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B.** The updated field is highlighted by filling in the field with a **light yellow background**.
- C.** Hovering over the updated field will show the **former value** in a small popup.

3. Click the **[Back to Services List]** button.

>>> RESULTS: The service sub tabs are closed and you are returned to the Services List. The edited service has a yellow highlighted background to signify that a requested change has been made.

| Services | | | | |
|-----------|-----------|----------------------|----------------|------------|
| Suspended | Ahcccs Id | Service | Status | Start Date |
| N | | ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 |

THE EDIT SERVICE SECTION IS COMPLETE – Please move on to the next section

Add New Service

To add a Requires Approval service on the **Services** tab, follow the steps below...

1. On the **Services** tab, click the **[Add New Service]** button.

The screenshot shows the 'Services' tab in a web application. At the top, there is a navigation bar with tabs: Main Menu, Dashboard, Information, Contacts, Program Management, Assurances & Submittals, and Services. Below this, there are sub-tabs: Administrative & Service Sites and Contract Documents. The main content area is titled 'Services'. On the right side of this area, there is a button labeled 'Add New Service', which is highlighted with a red arrow. Below the button, there is a table with columns: Suspended, Ahcccs Id, Service, Status, Start Date, End Date, and Action. The table contains two rows: one for 'ATC - ATTENDANT CARE' with status 'Staff Approved' and start date '11/24/2015', and another for 'DTA - DAY TREATMENT & TRAINING - ADULT' with status 'New Service Amendment'.

2. Chose a service from the dropdown list and click the **[Save]** button.

The screenshot shows a 'Service Information' dialog box. It has a title bar with a close button. Inside, there is a section titled 'Add Service'. Below this, there is a dropdown menu labeled 'Service *' with the option 'DTA - DAY TREATMENT & TRAINING - ADULT' selected. A red arrow points to this dropdown. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red arrow.

3. Fill in and save all required fields on the **Service Description** page.
4. Fill in and save all required fields on the **Transportation** page.
5. Fill in and save any optional fields on any of the available service sub tab pages.
6. Click the **[Back to Services List]** button.

The screenshot shows the 'Services' tab again. A red arrow labeled 'A' points to the 'DTA - DAY TREATMENT & TRAINING - ADULT' row in the table. Another red arrow labeled 'B' points to the 'Status' column for this row, which shows 'New Service Amendment'. A third red arrow labeled 'C' points to the 'Action' column for this row, which shows 'Cancel'. The 'Add New Service' button is still visible in the top right corner.

- A.** The new service is added to the **Services List** as a hyperlink with the status of 'New Service Amendment'. (The service is not part of the contract until it is approved by DDD.)
- B.** The Start Date is not yet calculated. (The service start date is manually entered in by DDD when the service is registered with AHCCCS and the contract has valid insurance.)
- C.** The available action for a newly added service is "**Cancel**". A service may be cancelled ONLY when it has been added to an amendment and is not yet part of the agreement. Cancelling it will remove it from the amendment.

NOTE: Certain habilitation services have required dependencies. HAB, HAN, HPD are dependency services. If one or more services is added, RRB service must also be added. HBA is a dependency service. RBD service must also be added.

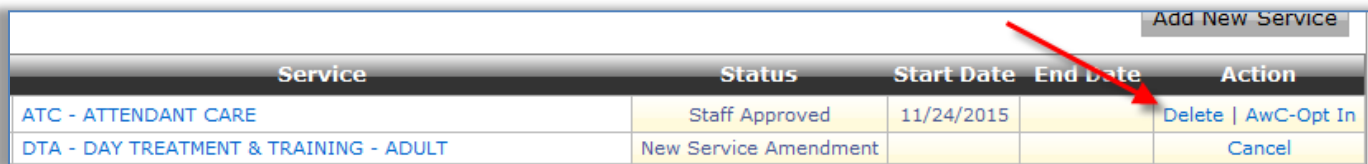
THE ADD NEW SERVICE SECTION IS COMPLETE – Please move on to the next section

Request Service Delete

An active service may **NOT be deleted by the vendor** through the CAS. The vendor is only able to request a service deletion through the amendment process. The service must be **deleted by the Division** after a review of the request from the vendor.

To request a service be deleted, follow the steps below...

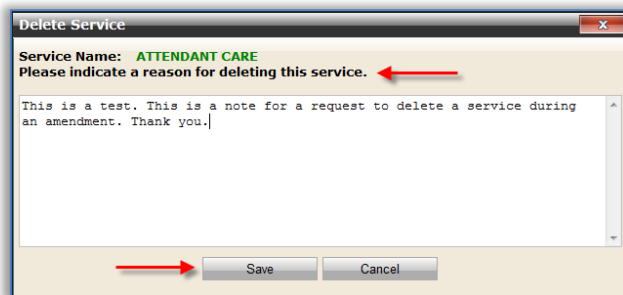
1. Click the '**Delete**' link in the **Action** column of the current service.



| Add New Service | | | | |
|--|-----------------------|------------|----------|---------------------|
| Service | Status | Start Date | End Date | Action |
| ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 | | Delete AwC-Opt In |
| DTA - DAY TREATMENT & TRAINING - ADULT | New Service Amendment | | | Cancel |

>>> RESULTS: The service sub tabs are closed and you are returned to the Services List. The edited service has a yellow highlighted background

2. Fill in a valid reason for the requested delete in the textbox and click the [Save] button.



Delete Service

Service Name: **ATTENDANT CARE**

Please indicate a reason for deleting this service.

This is a test. This is a note for a request to delete a service during an amendment. Thank you.

Save Cancel

>>> RESULTS: The service deletion request is saved and will be part of the submitted amendment. Once the amendment is reviewed by DDD, a decision will be made about removing the service and the vendor will be notified via email notification.

IMPORTANT: Active payment authorizations still attached to the service under review for deletion may have an effect on the Division's decision to remove the active service from the contract. You may contact your Assigned Specialist for more information about a service before requesting a deletion.

| Services | | | | | | |
|-----------|-----------|--|-----------------------|------------|----------|--|
| Suspended | Ahcccs Id | Service | Status | Start Date | End Date | Action |
| N | | ATC - ATTENDANT CARE | Staff Approved | 11/24/2015 | | Edit Reason Undo Delete AwC-Opt In |
| N | | DTA - DAY TREATMENT & TRAINING - ADULT | New Service Amendment | | | Cancel |

- A.** Once the service deletion request has been made during an amendment, the **Service Name** is crossed out to signify the removal requested.
- B.** The options to “**Edit Reason**” and “**Undo Delete**” are available until the amendment has been submitted.

THE REQUEST SERVICE DELETE SECTION IS COMPLETE

Re-apply for Denied or Terminated Services

You may use an amendment to re-apply for a service that was denied or terminated during a contract application or an amendment. Denied/terminated services are listed in the Services History section of the Services page; they are also available for selection from the Add New Service dropdown.

ddqaweb2/Organization/DDD/LegacyDD/DDDVendorDirectory/Vendor_Portal/QVAContract/Services

4/5/2016 8:56:24 A.M.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

DES Home | About DES | FAQ's | Contact Us | Reports | Forms | Office Locator | Search DES | Go | Advanced Search

09322 | West Valley Educational Group, LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED | VENDOR AMENDMENT IN PROGRESS

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | **Services** | Administrative & Service Sites | Contract Documents

Services

| Suspended | AHCCCS ID | Service | Status | Start Date | End Date | Action |
|-----------|--------------|--|----------------|------------|----------|--------|
| N | No AHCCCS ID | DTA - DAY TREATMENT & TRAINING - ADULT | Staff Approved | 04/04/2016 | | Delete |
| N | No AHCCCS ID | RSP - RESPITE CARE HOURLY & DAILY | Staff Approved | 04/04/2016 | | Delete |

Services History

Services denied or terminated within the last 90 days


| Suspended | Service | Status | Start Date | End Date | Action |
|-----------|---|------------------|------------|------------|----------|
| N | ATC - ATTENDANT CARE | Staff Denied | | 04/04/2016 | Re-Apply |
| N | HHA - HOME HEALTH AIDE | Staff Denied | | 04/04/2016 | Re-Apply |
| N | SPT - SPEECH THERAPY TREATMENT & EVALUATION | Staff Terminated | 04/04/2016 | 04/05/2016 | Re-Apply |
| N | HAM - HABILITATION SERVICES - MUSIC | Staff Terminated | 04/04/2016 | 04/05/2016 | Re-Apply |

| |
|--|
| ATC - ATTENDANT CARE |
| CBE - CENTER BASED EMPLOYMENT |
| CPR - Employment Services |
| DTS - DAY TREATMENT & TRAINING - CHILDREN SUMMER PROGRAM |
| DTT - DAY TREATMENT & TRAINING - CHILDREN AFTER SCHOOL |
| ECM - EARLY CHILDHOOD AUTISM SPECIALIZED |
| ESA - EMPLOYMENT SUPPORT AIDE |
| GSE - GROUP SUPPORTED EMPLOYMENT |
| HAB - HABILITATION SERVICES - GROUP HOME - WITH ROOM & BOARD |
| HAH - HABILITATION SERVICES - SUPPORT - HOURLY |
| HAI - HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT |
| HAM - HABILITATION SERVICES - MUSIC |
| HAN - HABILITATION SERVICES - NURSING SUPPORTED GROUP HOME- WITH ROOM & BOARD |
| HBA - HABILITATION SERVICES - SUPPORTED DEVELOPMENTAL HOME (ADULT & FOSTER CARE CHILD) - WITH ROOM & BOARD |
| HCH - HABILITATION, HOURLY, SPECIALIZED COMMUNICATION |
| HCT - HABILITATION CONSULTATION |

To re-apply for a deleted/terminated service, follow the steps below...

1. Click on the **Actions menu** in the contract header bar near the top of the page.
2. Select the '**Amend Contract**' action.
3. On the **Services tab**, click on the Re-apply link for a service with status of Staff Denied or Staff Terminated in the Services History list.
4. Update **any field** on any of the sub tab pages and click [Save Changes] on each page to save the entries. (All field changes require approval by DDD)

Service Description

 Please limit your response to one page.

Data saved successfully

Save Changes

Describe how your organization will provide this service from referral through service delivery *
1956 characters remaining
This is the text for the re-applied service.

Data saved successfully

Save Changes

- A. The confirmation message "Data saved successfully" is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.

5. Click the **[Back to Service List]** button.

>>> RESULTS: The service sub tabs are closed and you are returned to the Services list. The service is removed from the Services History grid and is added to Services grid above. If you open the service, the previous data is viewable and editable.

Services

Add New Service

| Suspended | AHCCCS ID | Service | Status | Start Date | End Date | Action |
|-----------|--------------|---|-----------------------|------------|----------|--------|
| N | No AHCCCS ID | DTA - DAY TREATMENT & TRAINING - ADULT | Staff Approved | 04/04/2016 | | Delete |
| N | No AHCCCS ID | RSP - RESPITE CARE HOURLY & DAILY | Staff Approved | 04/04/2016 | | Delete |
| N | No AHCCCS ID | ATC - ATTENDANT CARE | New Service Amendment | | | Cancel |
| N | No AHCCCS ID | SPT - SPEECH THERAPY TREATMENT & EVALUATION | New Service Amendment | | | Cancel |

Services History

Services denied or terminated within the last 90 days

| Suspended | Service | Status | Start Date | End Date | Action |
|-----------|-------------------------------------|------------------|------------|------------|----------|
| N | HHA - HOME HEALTH AIDE | Staff Denied | | 04/04/2016 | Re-Apply |
| N | HAM - HABILITATION SERVICES - MUSIC | Staff Terminated | 04/04/2016 | 04/05/2016 | Re-Apply |

THE RE-APPLY FOR DENIED/TERMINATED SERVICE SECTION IS COMPLETE

Feel free to update any other *requires approval* fields in the contract. Once you have made all your changes, you are ready to submit the amendment.

THE SERVICES SECTION IS COMPLETE – Please move on to the next section

5.2 Review Amendment

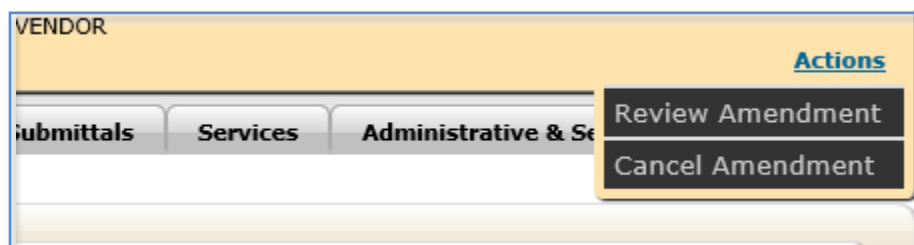
Once all of the desired changes have been entered and saved, the amendment may now be submitted to the Division for review.

IMPORTANT:

- ✓ When the amendment is submitted through the CAS, the changes are sent for review. **At this point, the changes are not permanent and are not part of the current agreement.**
- ✓ During DDD review, each “requires approval” item is reviewed individually and a decision is made for each item separately.
- ✓ While the amendment is in review by DDD, both the contract and amendment are locked and unable to be edited or updated.
- ✓ After the Division reaches a decision on all of the “requires approval” items, the contract will be updated with the approved items and the amendment will be closed.
- ✓ Denied amendment items will be discarded and will not get updated in the contract.
- ✓ After the amendment has been closed, a new and separate amendment may be started.
- ✓ While the amendment is under review by DDD, the proposed changes may be found in the Contracts Documents tab of the QVA contract in the CAS. *(Select the ‘Contract Amendment Changes’ link under the ‘View summary of changes’ section.)*

To submit a Requires Approval amendment, follow the steps below...

1. Click on the **Actions menu** in the contract header bar near the top of the page.
2. Select the **‘Review Amendment’** action.



>>> RESULTS: The *Submit Amendment* section is created and temporarily displayed on the **Contract Documents** tab. Read through the page and follow the instructions to completely submit the amendment. When you are ready to submit your proposed amendment for review, click either of the **[Review amendment]** buttons found on the screen.

NOTE: Once the **[Review Amendment]** button is selected on this screen, you can no longer edit or make further changes to your contract until the amendment is processed.

- A. The instructions for submitting the amendment are listed for reference.
- B. A **[Review Amendment]** button is available at the top of the page and the bottom of the page for convenience. Each button does exactly the same thing. You may choose either button to submit the amendment. (*FEI update requires an new start date)
- C. Clicking the **[Cancel]** button will direct the user back to the **Dashboard tab**. It will NOT cancel the amendment. (To cancel the amendment, see the 'Cancel Amendment' section for details.)
- D. To **review the proposed changes**, expand each section by selecting the **[+]** sign on the right side of the section header bar.
- E. Each tab of the contract has a **designated section** listing the **amendment items** from their page.
- F. The **Old Values** and **New Values** for each change are listed in their respected sections.

The screenshot shows a web interface for submitting an amendment. At the top, there are two tabs: 'Administrative & Service Sites' and 'Contract Documents'. The 'Submit Amendment' section contains instructions and a 'Submit Amendment' button (labeled B) and a 'Cancel' button (labeled C). Below this is the 'Amendment Information' section, which is expanded to show the 'Information' tab (labeled E). This tab contains a table with columns 'Amendment Item', 'Old Value', and 'New Value' (labeled F). The table lists various items such as 'STREET ADDRESS STREET', 'STREET ADDRESS CITY', 'STREET ADDRESS ZIP CODE', 'VENDOR NAME', 'VENDOR FEI', and 'VENDOR FEI EFFECTIVE DATE'. Annotations A, B, C, D, E, and F point to specific elements: A points to the 'Submit Amendment' button at the top; B points to the 'Submit Amendment' button on the right; C points to the 'Cancel' button; D points to the 'Amendment Information' section header; E points to the 'Information' tab; and F points to the 'Old Value' and 'New Value' columns in the table.

| Amendment Item | Old Value | New Value |
|---------------------------|----------------------------|--------------------------------------|
| STREET ADDRESS STREET | 321 E Rockington Drive | 987 N Mountain Range Lane |
| STREET ADDRESS CITY | Bedrock | North Bedrock |
| STREET ADDRESS ZIP CODE | 00001 | 00005 |
| VENDOR NAME | Bedrock Recreation Company | Bedrock Institute of Higher Learning |
| VENDOR FEI | 860893931 | 865555666 |
| VENDOR FEI EFFECTIVE DATE | | 07/03/2017 |

Program Management

| Amendment Item | Old Value | New Value |
|-------------------------|---|--|
| VENDOR RECRUITMENT PLAN | This is a test. This is only a test. Thank you. | This data box has been updated during an amendment test. Thank you |

Assurances & Submittals

| Amendment Item | Old Value | New Value |
|---------------------------|-----------|-----------|
| 1. MAINTAIN CERTIFICATION | True | False |
| 2. CERTIFICATION PAYMENT | True | False |
| 3. LICENSURE REVOCATION | True | False |

Services

| Amendment Item | Old Value | New Value |
|-----------------------------|----------------------------------|---|
| SERVICE ADD | DAY TREATMENT & TRAINING - ADULT | |
| SERVICE PROGRAM DESCRIPTION | | This is a test of a new site added through an amendment. Thank you. |
| TRANSPORT NONE | | True |

| Amendment Item | Old Value | New Value |
|--------------------------|----------------|--|
| SERVICE DELETE | ATTENDANT CARE | |
| SERVICE TERMINATE REASON | | This is a test. This is a note for a request to delete a service during an amendment. Thank you. |

| Amendment Item | Old Value | New Value |
|-----------------------------|---|--|
| SERVICE UPDATE | ATTENDANT CARE | |
| SERVICE PROGRAM DESCRIPTION | This is a test. This is only a test. Thank you. | This text box was updated during an amendment to the Service Description sub tab. Thank you. |

If you are ready to submit your proposed amendments for review, please click the [Submit Amendments] button.

NOTE : Once the [Submit Amendment] button is selected, you cannot edit or make further changes to your contract until the amendment is processed.
If you wish to print proposed changes for your records, please select the Contract Documents tab.
'Proposed Changes' documents will be available on the Contract Documents page until the amendment has been processed.

Submit Amendment

Cancel

- G. If an FEI change is made, provide the effective start date for the new FEI

CS 101. PROPOSED CHANGES DOCUMENTS WILL BE AVAILABLE ON THE V...

Vendor FEI Change Confirmation

✕

You have opted to change your FEI. Please enter the effective start date.

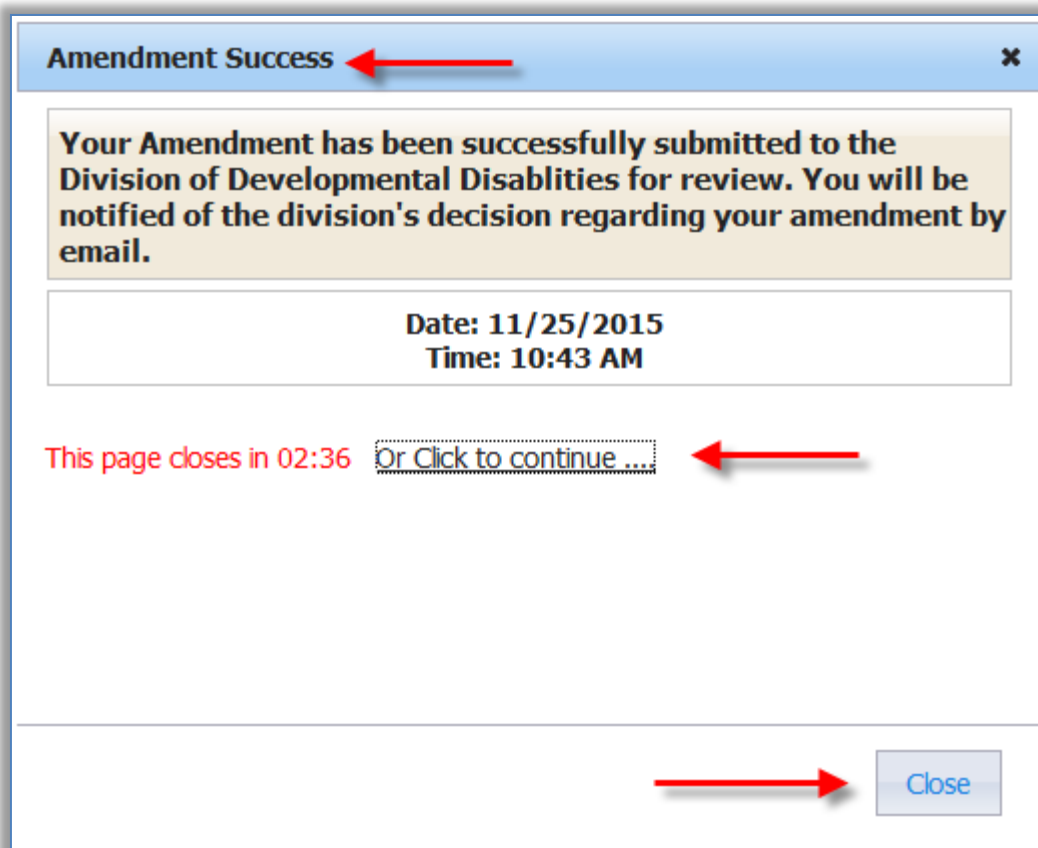
07/03/2017

*Required to submit the amendment.

| FEI | Effective Start Date | Effective End Date |
|-----------|----------------------|--------------------|
| 860893931 | 7/1/1998 12:00:00 AM | |

Submit

Cancel



CONGRATULATIONS!!

YOUR AMENDMENT HAS BEEN SUCCESSFULLY SUBMITTED

NO FURTHER ACTION IS REQUIRED BY THE VENDOR AT THIS TIME

You may proceed to the **Post Submit Amendment** section for important information

5.3 Amendment Review Process

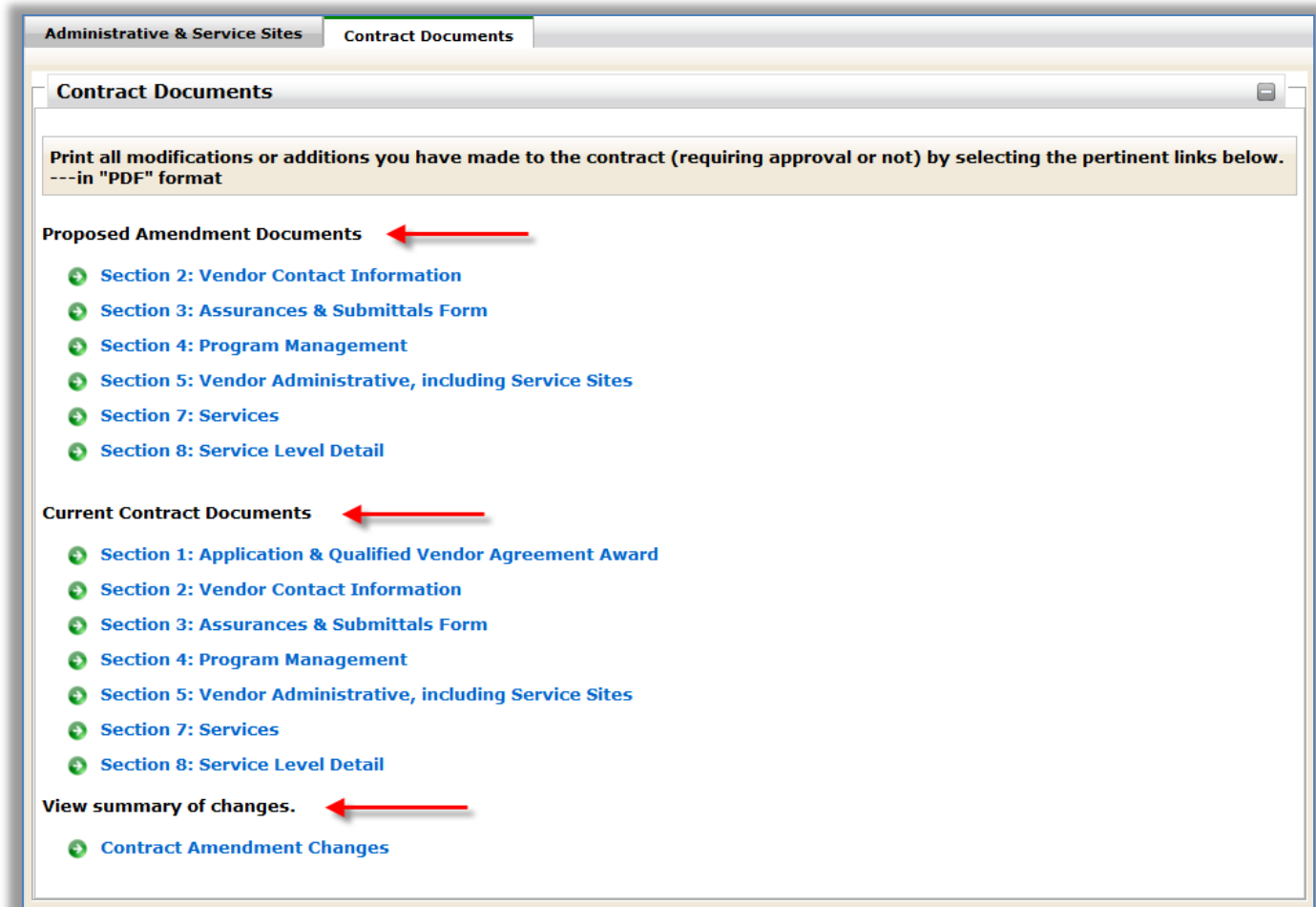
What happens now ...?

The changes which *do not require DDD approval* are automatically updated on the contract. No further action is required by either party. The changes that DO require DDD approval have been submitted to the DES DDD for review. A decision will be made by the Division and the vendor will be notified of that decision via email notification sent to the vendor's Notices Contact – Email Address on file.

Contract Documents

Now that your amendment has been submitted, you may view the proposed changes, as well as the current terms, on the **Contract Documents tab**. Any of the listed documents may be **printed and kept for your records**.

Once the amendment has been completed and closed by DDD, the **Proposed Amendment Documents** section and the **View Summary of Changes** section, and the documents under them both will no longer be available or displayed.



Amendment Review

Your QVA contract is now in an amendment processing phase. At this point, it is being processed by the **Assigned Specialist** found on the Dashboard tab of the QVA in the CAS. Notice the changes to your contract during this **amendment review process**.

Q12201713797 | Bedrock Construction LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
CONTRACT SPECIALIST IN PROGRESS - AMENDMENT

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services

Administrative & Service Sites | Insurances | Contract Documents

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
77-7777777

Vendor DBA Name
Flinstone Rocks Inc

Vendor Phone Number *
(444) 444-4444

Vendor Fax Number

Vendor Email Address
Freddy@Rock.com

Vendor Website Address (e.g. - http://www.example.com or www.example.com)

Please specify the nature of your organization. (Choosing 'Agency' will require you to have an FEI# and 1 or more additional employees.) *

☒ **Agency** ☐ **Independent Professional Provider**

Vendor Address

Street

Address Line 1 *
123 E Main Street

Address Line 2
Ste A

City *
Phoenix

State *
AZ

Zip Code *
85001

Zip4
2210

County
MARICOPA

Address District
District Central

GSA
GSA 52

Zone
GSA 52 Zone 2

Mailing ☒ Same as Street

Address Line 1 *
123 E Main Street

Address Line 2
Ste A

City *
Phoenix

State *
AZ

Zip Code *
85001

Zip4
2210

County
MARICOPA

Address District
District Central

GSA
GSA 52

Zone
GSA 52 Zone 2

[Privacy](#) | [Disclaimer](#) | [Web Accessibility & Reasonable Accommodations](#)

- A.** The contract amendment status has been updated to **CONTRACT SPECIALIST IN PROGRESS** while under the review of the **Assigned Specialist** to your contract.
- B.** The proposed changes are listed on the contract in the **yellow highlighted background** signifying a proposed change pending DDD approval.
- C.** All contract fields have been locked and may not be updated or edited by the vendor during the **amendment review process**.

Once the amendment has been processed by the Assigned Specialist, it is moved to the **Contracts Manager** for the final decision.

Q12201713797 | Bedrock Construction LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
MANAGEMENT IN PROGRESS - AMENDMENT

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services

Administrative & Service Sites | Insurances | Contract Documents

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
77-7777777

Vendor DBA Name
Flinstone Rocks Inc

Vendor Phone Number *
(444) 444-4444

Vendor Fax Number

- D.** The contract amendment status has been updated to **MANAGEMENT IN PROGRESS - AMENDMENT** while under the review of the **Contracts Manager**. The fields remain locked from edit by the vendor or anyone else.

When the amendment has been processed by the Contracts Manager, the contract will be updated with the approved changes and the amendment will be completed and considered closed.

Q12201713797 | Bedrock Institute of Higher Learning | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED

Actions

Main Menu | Dashboard | Information | Contacts | Program Management | **Assurances & Submittals** | Services | Administrative & Service Sites

Insurances | Contract Documents

Vendor Information

Legal Name * Bedrock Institute of Higher Learning

Vendor FEI * 88-8888888

Vendor DBA Name Flinstone Rocks Inc

Vendor Phone Number * (444) 444-4444

Vendor Fax Number

Vendor Email Address Freddy@Rock.com

Vendor Website Address (e.g., http://www.example.com or www.example.com)

Please specify the nature of your organization. (Choosing 'Agency' will require you to have an FEI and a Vendor with additional employees.) *

☒ **Agency** ☐ Independent Professional Provider

Vendor Address

Street

Address Line 1 * 123 E Main Street

Address Line 2 Ste A

City * Phoenix

State * AZ

Zip Code * 85001

Zip4 2210

County MARICOPA

Address District District Central

GSA GSA 52

Zone GSA 52 Zone 4

Mailing ☒ Same as Street

Address Line 1 * 123 E Main Street

Address Line 2 Ste A

City * Phoenix

State * AZ

Zip Code * 85001

Zip4 2210

County MARICOPA

Address District District Central

GSA GSA 52

Zone GSA 52 Zone 4

- E.** The contract amendment status has been updated and the amendment status appendage has been removed. The current status of **MANAGEMENT APPROVED** remains.
- F.** The contract has been updated with the **approved changes** and they are now seen in the Qualified CAS. Changes are now a permanent part of the agreement.
- G.** The fields remain locked and unavailable for editing or updating.
- H.** The available action for the vendor in the CAS is "Amend Contract". A new and separate amendment to the contract may now be started.

Q12201713797 | Bedrock Institute of Higher Learning | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED

Actions

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | Administrative & Service Sites

Insurances | **Contract Documents**

Contract Documents

- Section 1: Application & Qualified Vendor Agreement Award
- Section 1.a: Notice of Qualified Vendor Application Approval
- Section 2: Vendor Contact Information
- Section 3: Assurances & Submittals Form
- Section 4: Program Management
- Section 5: Vendor Administrative, including Service Sites
- Section 7: Services
- Section 8: Service Level Detail

- I.** The contract documents will reflect the **approved changes**. These documents may be printed out for your records.

Start Services

Even though the added service in the amendment has been approved by DDD and is now part of your contract, **your services have not yet started**.

IMPORTANT:

- ✓ Valid insurance is need on the awarded contract before services can be started. *(Disregard if you currently have valid insurance in the contract.)*
- ✓ The added service needs to be registered with AHCCCS and OLCR before the service can be started. *(Disregard if the service is already registered with AHCCCS and OLCR.)*
- ✓ The DDD Contract Specialist assigned to your contract needs to **manually set the service start date** after the service meets the requirements above.

| Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services |
|--------------------------------|-----------|-------------------------------|-------------------|--------------------|-------------------------|----------|
| Administrative & Service Sites | | Contract Documents | | | | |
| Services | | | | | | |
| Suspended | Ahcccs Id | Service | Status | Start Date | End Date | Action |
| N | | ATC - ATTENDANT CARE | Staff PreApproved | | | |
| N | | CBE - CENTER BASED EMPLOYMENT | Staff PreApproved | | | |

Services History

No Services denied or terminated within the last 90 days

| Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services |
|--------------------------------|-----------|-------------------------------|----------------|--------------------|-------------------------|----------|
| Administrative & Service Sites | | Contract Documents | | | | |
| Services | | | | | | |
| Suspended | Ahcccs Id | Service | Status | Start Date | End Date | Action |
| N | 00001 | ATC - ATTENDANT CARE | Staff Approved | 11/23/2015 | | |
| N | 00001 | CBE - CENTER BASED EMPLOYMENT | Staff Approved | 11/19/2015 | | |

Services History

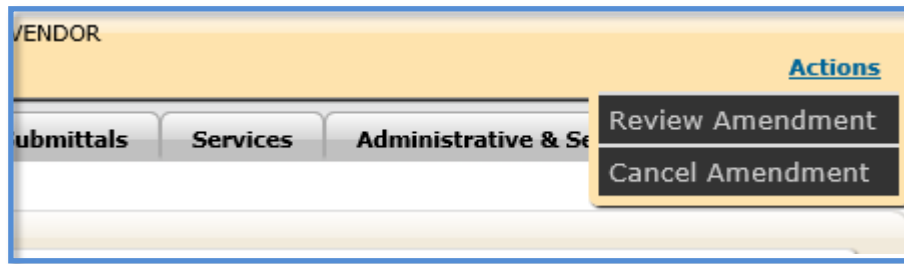
No Services denied or terminated within the last 90 days

6 Submit Error – Missing Data Fields

If any required fields have been left blank when the amendment is submitted, the system will stop the submission process. The **Missing Data Fields** window will display a list of fields that need to be addressed.

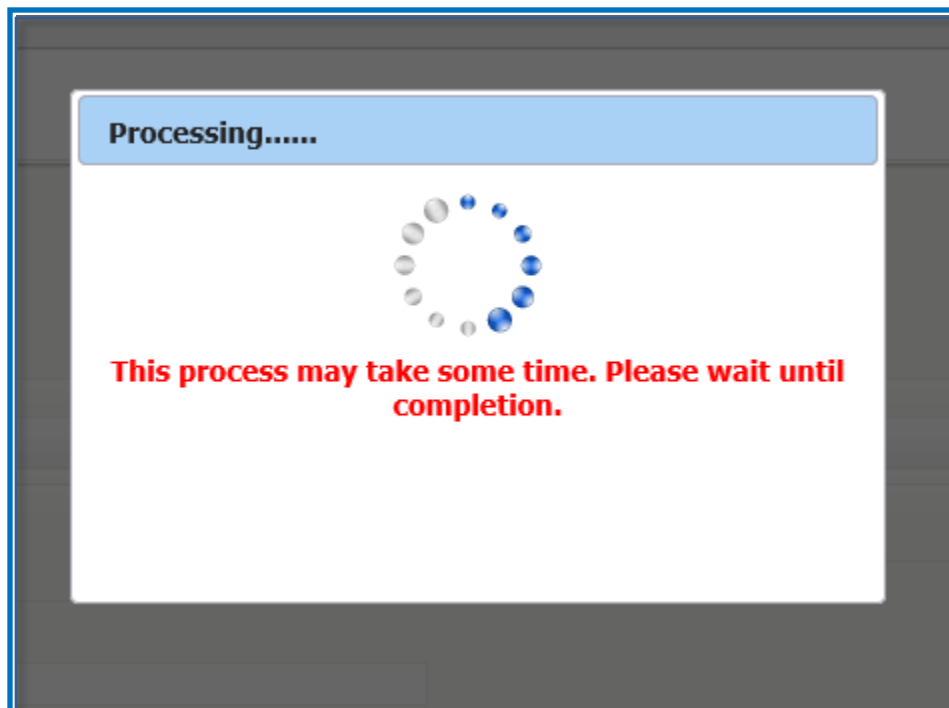
To correct missing data issues, follow the steps below...

1. With missing required data in the contract, click the **Actions** link in the upper right corner of the contract header bar and select the '**Submit Amendment**' action item.



When the **Submit Error - Missing Data Fields** window opens, a list of missing required fields will display under each category. The category titles are hyperlinks which will take the user **directly to the contract tab** with the blank required field.

2. Click on each one of the **section titles** and fix the missing data issue for each page. Once all missing fields have been populated with valid data, the amendment will be ready to be submitted.



Submit Amendment Error - Missing Data Fields

Your amendment has NOT been submitted. The process is incomplete. Please select the 'Errors' link(s) to add the missing data and resubmit.

Information Errors

Authorized Signatory - First Name

Authorized Signatory - Last Name

Authorized Signatory - Title

Program Management Errors

Recruitment & Training - Ongoing training plan for direct staff

Whoville Day Centers - Copy - Site has following Errors

Please enter the scheduled hours for Monday-From

Please enter the scheduler contact first name

Please enter the scheduler contact last name

Please enter the scheduler contact phone number

Close

7 CANCEL AMENDMENT

If you decide that you no longer want to proceed with the amendment, you may cancel the amendment before it has been submitted to the Division for processing. Once the amendment has been submitted, the Division will need to process it.

IMPORTANT:

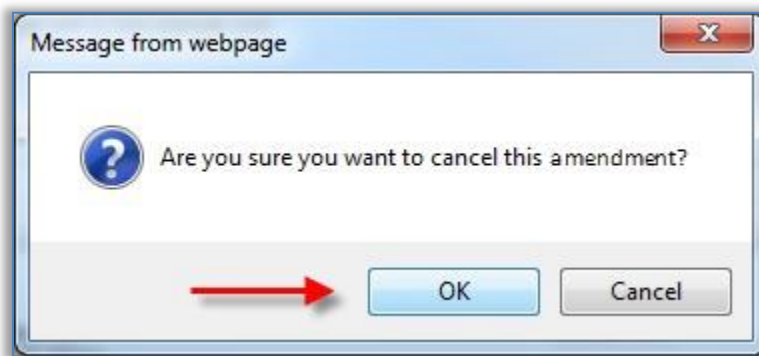
- ✓ The amendment must be in the **VENDOR AMENDMENT IN PROGRESS** status to be cancelled.
- ✓ The amendment will **no longer exist** once it has been cancelled and all entries created in the amendment will be **lost permanently**.
- ✓ A **new amendment** may be created after the old amendment has been cancelled.
- ✓ Data from the cancelled amendment will not carry over to the new amendment.
- ✓ Only the vendor may cancel an amendment through the CAS.
- ✓ The Division is not able to cancel an amendment. They will deny the amendment during the amendment review process if the amendment needs to be stopped after the vendor submits it.
- ✓ Contact the Assigned Specialist listed on the Dashboard tab of QVA in the CAS if you have questions regarding cancelling an amendment after it has been submitted for review.

To cancel an amendment, before it has been submitted, follow the step below...

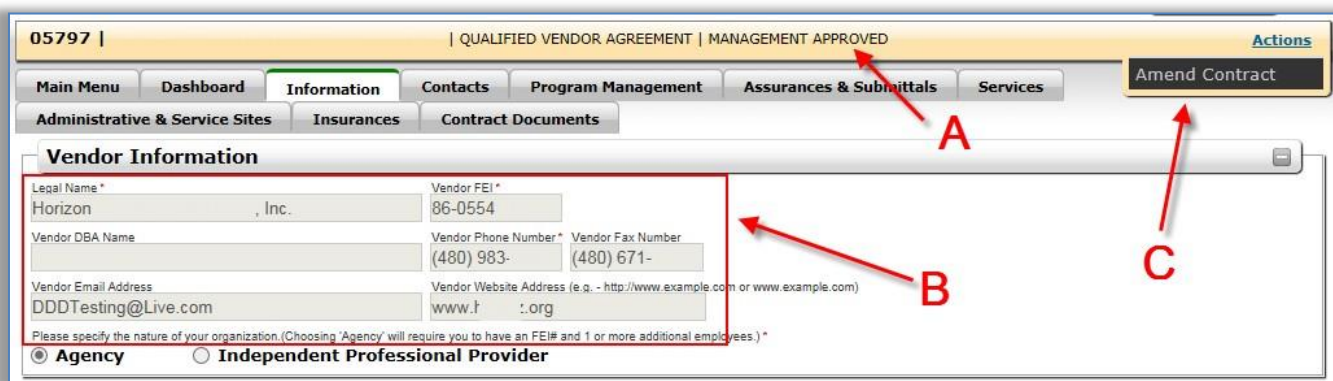
1. Login to the Qualified CAS to access your **unsubmitted** amendment. The amendment status should be **VENDOR AMENDMENT IN PROGRESS**.
2. Click on the **Actions** link in the contract header and select **"Cancel Amendment"**.



3. Click the **[OK]** button on the confirmation pop up window.



>>> RESULTS: The amendment is immediately cancelled. The vendor may now start a new amendment through the CAS.



- A.** The amendment status is removed and the current status of **MANAGEMENT APPROVED** remains.
- B.** All fields on the contract have been set back to **read-only** and updates are not allowed to the contract without an amendment.
- C.** The only available action for the vendor is: **“Amend Contract”**.

8 Vendor Directory and HCBS Provider Search

Vendor Directory and HCBS Provider search are located under the Main Menu tab of the QVA.

8.1 How to Configure In Home Services in the VendorDirectory

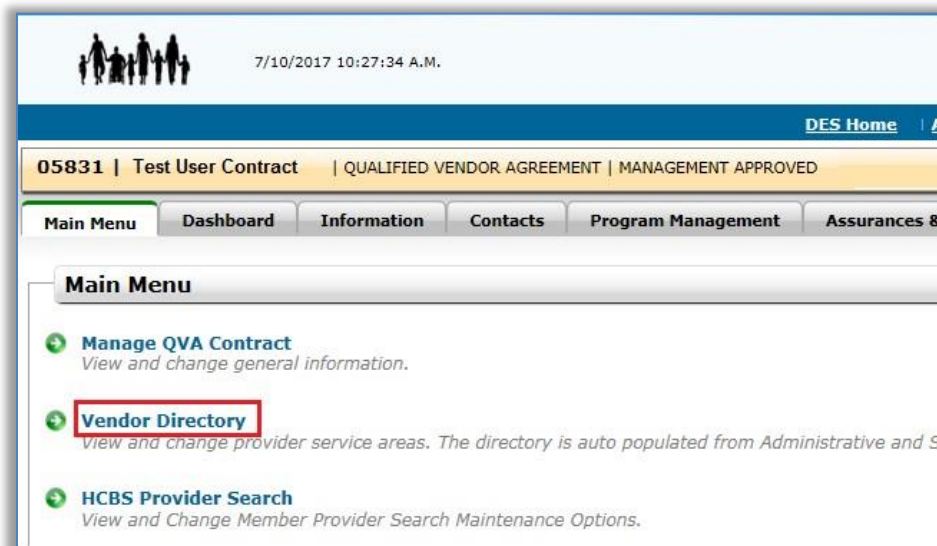
In Home Services can be provided by vendors with an approved Contract Administration System anywhere in the state of Arizona. The Vendor Directory allows providers to designate areas where they are able to provide services. The Provider Search tool will only return results for In Home services, based on the designated areas entered by the provider in the Vendor Directory.

(You may verify your changes in the DDD Provider Directory Search by clicking here:

https://des.az.gov/sites/default/files/media/Provider-Search-User-Manual-2017_0.pdf)

Note: All active vendors are, by default, included in the Division of Developmental Disabilities Home and Community Based Directory for all areas in the state. If a vendor wishes to specify areas and add additional information, e.g. other languages and notes, they must complete the processes below.

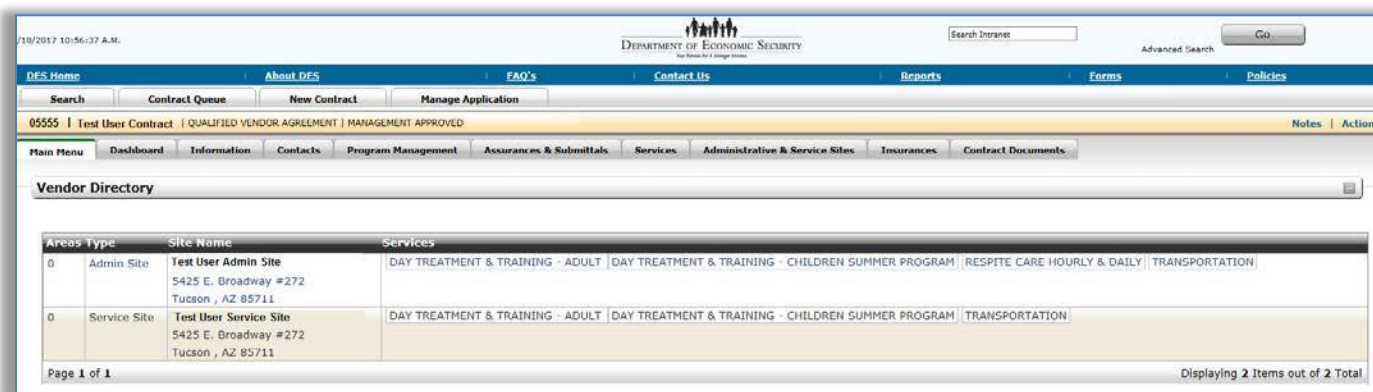
1. From the Qualified Vendor Contract Main Menu select the link 'Vendor Directory'.



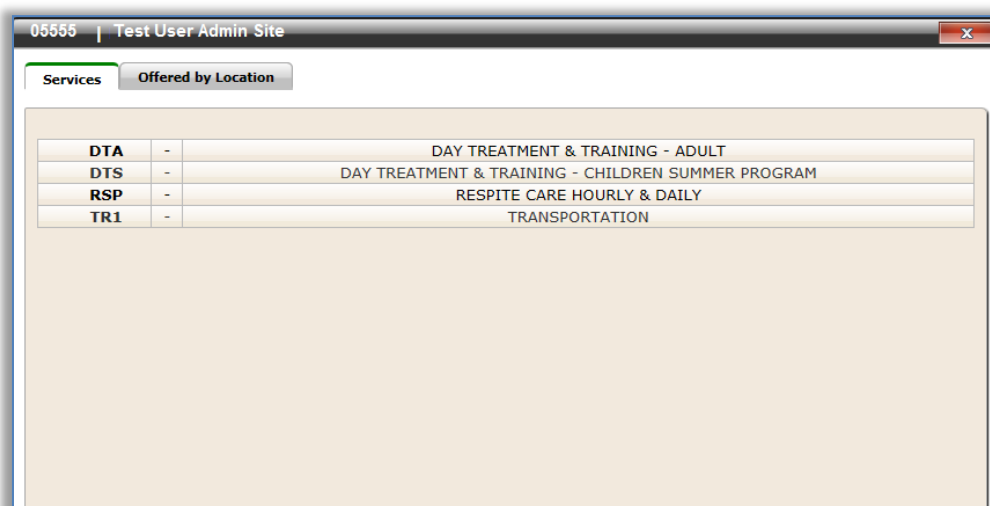
2. Click the 'My Areas' Link.



3. A list of Administrative and Service Sites is displayed. Click the Administrative Site to add areas where you are able to provide In Home Services.



4. A window displaying the Site Name and a list of services offered at the site opens. Click the tab 'Offered by Location'.



5. Select a county from the drop down box.

05555 | Test User Admin Site

Services Offered by Location

Select County

- APACHE (0)
- COCHISE (0)
- COCONINO (0)
- GILA (0)
- GRAHAM (0)
- GREENLEE (0)
- LA PAZ (0)
- MARICOPA (0)
- MOHAVE (0)
- NAVAJO (0)
- PIMA (2)
- PINAL (1)
- SANTA CRUZ (0)
- YAVAPAI (0)
- YUMA (0)

- Check the boxes for each service and city where you are able to serve consumers. You can also use the select all services option or the select all city option. Click the [Save Changes] button. Once the selections are saved they are highlighted in yellow.

05555 | Test User Admin Site

Services Offered by Location

PINAL (1) Save Changes

Select a county to see the available areas.

| | DTA | DTS | RSP | TR1 |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Sacaton | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> San Manuel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Stanfield | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Superior | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Tucson | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Valley Farms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Winkelman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Cities selected are listed under Areas column of Vendor Directory.

DES Home | About DES | FAQ's | Contact

Search | Contract Queue | New Contract | Manage Application

05555 | Test User Contract | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services

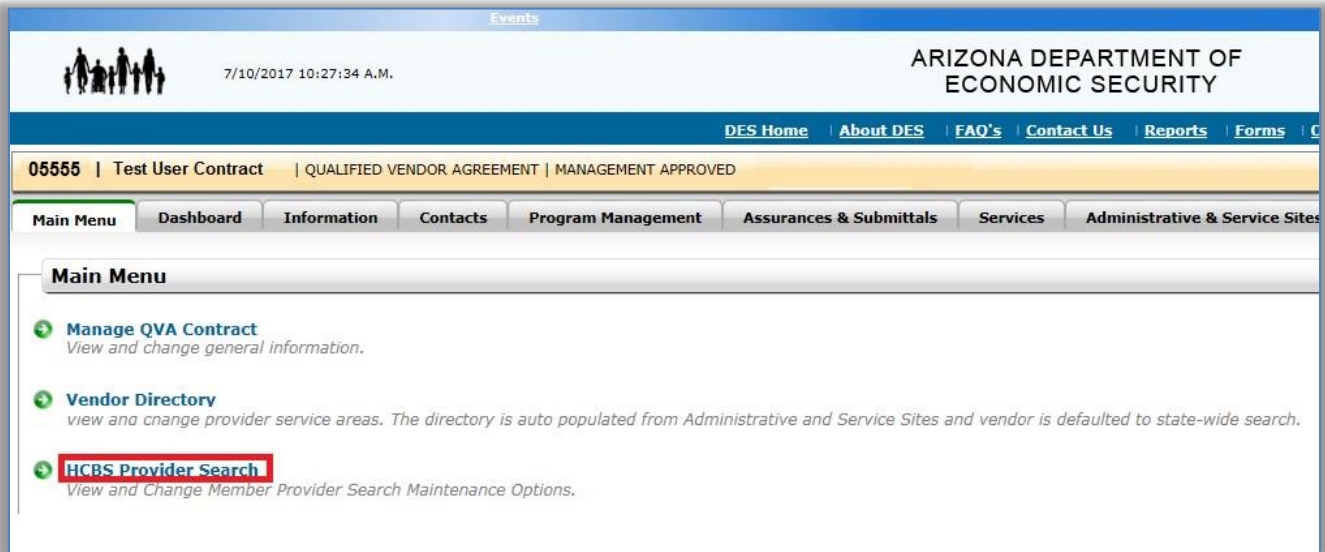
Vendor Directory

| Areas Type | Site Name | Services |
|----------------|--|--|
| 1 Admin Site | Test User Admin Site 5425 E. Broadway #272 Tucson , AZ 85711 | DAY TREATMENT & TRAINING - ADULT DAY TREATMENT |
| 1 Service Site | Test User Service Site 5425 E. Broadway #272 Tucson , AZ 85711 | DAY TREATMENT & TRAINING - ADULT DAY TREATMENT |

Page 1 of 1

8.2 How to set up HCBS Provider Search

1. Verify all approved Facility Based services are assigned a service site. Verify all In Home services are assigned to an Administrative site with assigned areas in the Vendor Directory. If city and service assignments are not completed in the vendor directory, the services will not appear in the HCBS Provider Directory Search.



2. Select HCBS Provider Search. The window opens up to the HCBS Provider Search Grid.



3. Select Add/Remove Languages. A dropdown list of Other Languages is available for selection. Once selections are saved, they will appear under the Add/Remove Languages link and display on the HCBS Provider Directory Search.

Other Languages

| | |
|---|--|
| <input checked="" type="checkbox"/> ENGLISH | <input checked="" type="checkbox"/> SPANISH |
| <input type="checkbox"/> FRENCH | <input checked="" type="checkbox"/> AMERICAN SIGN LANGUAGE |
| <input type="checkbox"/> GERMAN | <input type="checkbox"/> APACHE |
| <input type="checkbox"/> ARABIC | <input type="checkbox"/> ARABIC JORA |
| <input type="checkbox"/> BOSNIAN | <input type="checkbox"/> BRAILE |
| <input type="checkbox"/> CHINESE | <input type="checkbox"/> CRIOL |
| <input type="checkbox"/> DANISH | <input type="checkbox"/> DUTCH |
| <input type="checkbox"/> FILIPINO | <input type="checkbox"/> GREEK |
| <input type="checkbox"/> HEBREW | <input type="checkbox"/> HINDI |
| <input type="checkbox"/> HOPI | <input type="checkbox"/> ITALIAN |
| <input type="checkbox"/> JAPANESE | <input type="checkbox"/> KISWAHILI |
| <input type="checkbox"/> NAVAJO | <input type="checkbox"/> NORWEGIAN |
| <input type="checkbox"/> OTHER | <input type="checkbox"/> POLISH |
| <input type="checkbox"/> PORTUGUESE | <input type="checkbox"/> ROMANIAN |
| <input type="checkbox"/> SWAHILI | <input type="checkbox"/> TAGALOG |
| <input type="checkbox"/> TOHONO OODHAM | <input type="checkbox"/> VIETNAMESE |
| <input type="checkbox"/> ALBANIAN | <input type="checkbox"/> ARMENIAN |
| <input type="checkbox"/> CANTONESE | <input type="checkbox"/> CROATION |
| <input type="checkbox"/> FARSI | <input type="checkbox"/> HMONG |
| <input type="checkbox"/> INDIAN (INDIA) | <input type="checkbox"/> KOREAN |
| <input type="checkbox"/> | <input type="checkbox"/> |

Save Cancel

4. Select Test User Admin site. Window displays a check for Accepting New Clients and checks for Services and More Languages. If 'Accepting New Clients' is checked at the top of the page, it is not necessary to select it below. Selecting 'More Languages' is not necessary as languages can be added directly from the Provider Search grid (see above) Services can be checked or unchecked for each specific city. When completed, select [Update Office].

05555 | Test User Admin Site

☒ **Accepting New Clients** Update Office

PIMA (1) Select a county to see the available areas. Enroll Services on Search

| Cities | DTA | DTS | RSP |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Select All | <input type="checkbox"/> Select All Vertically | <input type="checkbox"/> Select All Vertically | <input type="checkbox"/> Select All Vertically |
| <input type="checkbox"/> Marana | <input type="checkbox"/> DTA New Clients More Languages | <input type="checkbox"/> DTS New Clients More Languages | <input type="checkbox"/> RSP New Clients More Languages |
| <input type="checkbox"/> Tucson | <input checked="" type="checkbox"/> DTA New Clients More Languages | <input checked="" type="checkbox"/> DTS New Clients More Languages | <input checked="" type="checkbox"/> RSP New Clients More Languages |

5. Finally, additional information can be added to appear in the HCBS Provider Directory Grid by updating administrative or service sites in the contract.
 - a. Open the contract and select the Administrative & Service Sites tab.
 - b. Once opened, select the Site Information Listed tab.
 - c. Begin an amendment. (Vendor Notes and Cultural Competency Training are auto-approved.)
 - d. Add notes and check Cultural Competency Training, if appropriate.
 - e. Save Changes and Submit the amendment.

Changes will appear on the **Division of Developmental Disabilities Home and Community Based Directory** for members and their families to view.

The screenshot shows a web application interface for 'Test User Admin Site'. The top navigation bar includes tabs for Main Menu, Dashboard, Information, Contacts, Program Management, Assurances & Submittals, Services, Administrative & Service Sites (selected), Insurances, and Contract Documents. Below this, there are sub-tabs for General Information, Contact Information, Site Information Listed (selected), and Services. The main content area displays 'Site Name: Test User Admin Site' and a 'Data saved successfully' message. The 'Site Information' section includes a checkbox for 'Accepting New Referrals' (set to 'Yes'), a checkbox for 'CULTURAL COMPETENCY TRAINING' (checked), and input fields for 'Maximum Capacity' and 'Current Occupancy'. The 'Site Hours' section shows a table with columns for each day of the week, each with 'From' and 'To' time slots. The 'VENDOR NOTES' section contains a text area with the note: 'Services limited to hours listed above. Multi-cultural setting'.

The End

This concludes the CAS QVA User Manual for Contract Amendments. Contact the *DES Department of Developmental Disabilities FOCUS Help Desk at (602) 771-1444* if you have any questions, comments or concerns regarding this manual or the Qualified Vendor Agreement.

Thank You

- CAS Development Team

9 GLOSSARY

| Term | Definition |
|-------------|--|
| QVA | Qualified Vendor Agreement |
| QVC | Qualified Vendor Contract |
| CAS | Contract Administration System |
| DBA | Doing Business As |
| USPS | United States Postal Service |
| SSN | Social Security Number |
| FEI | Federal Employee Identification number |
| Application | An online record created &/or submitted by the vendor which has NOT YET been approved/awarded by the DDD Contracts Department. |
| Contract | An online application created & submitted by the vendor which HAS BEEN approved/awarded by the DDD Contracts Department. |